



Air & Space Forces Aid Society (AFAS)
Application Instructions for Give Parents a Break
Using the AFAS Member Portal




Welcome to the Air & Space Forces Aid Society!



Access the Member Portal:


- Go to <https://portal.afas.org>
- To get started, select **“My Applications”**

 Home

WELCOME TO THE AFAS PORTAL

To make a donation to the Air & Space Forces Aid Society click the Donate Button on the left.
To apply for Education, Financial Assistance or Community Programs (Bundles for Babies, Child Care for PCS, Give Parents a Break, “Bee” Arnold Spouse Tuition Program) or to continue an existing application click the My Applications Button on the right.

Donate

My Applications 

Sign In or Register:

- If you already have an account, sign in with your **email** and **password**.
- If you're new, select **"Register"** and follow the prompts (see next page for details).
- If you have trouble signing in, click **"Forgot your password"** to reset it. You will receive an email to the registered email on file with a link to change the password. If you do not receive the email (please check Junk/Spam folders) you may give us a call at 703-972-2604 for assistance.

Sign in Register

Welcome to our new Air & Space Forces Aid Society portal!

EMERGENCY TRAVEL – ALL EMERGENCY TRAVEL FINANCIAL ASSISTANCE REQUIRED DUE TO SERIOUS ILLNESS/DEATH OF A FAMILY MEMBER 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 & Space Forces 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, emergency assistance, community programs, 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 need to unlock your account please click the "Forgot Your Password" button below.

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

For issues with Donations, please contact the Donation Team: donations@afas-hq.org
For issues applying for Education Assistance, please contact the Education Team: education@afas-hq.org
For issues applying for Assistance, please contact the Assistance Team: ea@afas-hq.org

Sign In

* Email

* Password

Remember me?

Sign in Forgot your password?

Register: Create a New Account

- Enter your personal email address (do not use a **.mil** or **.edu** email).
- Create and confirm your password.
- Enter the code shown on the screen, then click **“Register.”**



Note: If you see a message that your email is already in use, you already have an account. Select **“Sign In”** and enter your credentials. If you have an account and do not remember your password, please select Forgot Password to reset it. You will receive an email to the registered email on file with a link to change your password.

[Sign in](#)


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.

Register an account

* Email

* Password

* Confirm password


[Generate a new image](#)
[Play the audio code](#)


Enter the code from the image

Profile:

- Please provide some information about yourself. All required fields marked with an asterisk (*) must be completed.



Note: Once the profile information is completed, you should be taken back to the Sign in screen and be able to Sign In.

 John Snuffy

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

Profile

Donation History

Recurring Donations

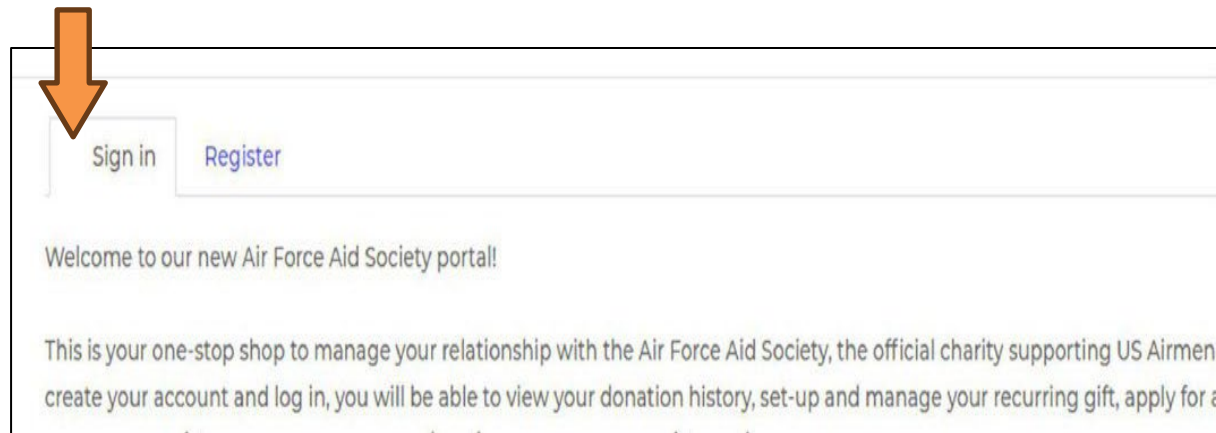
My Applications

Security

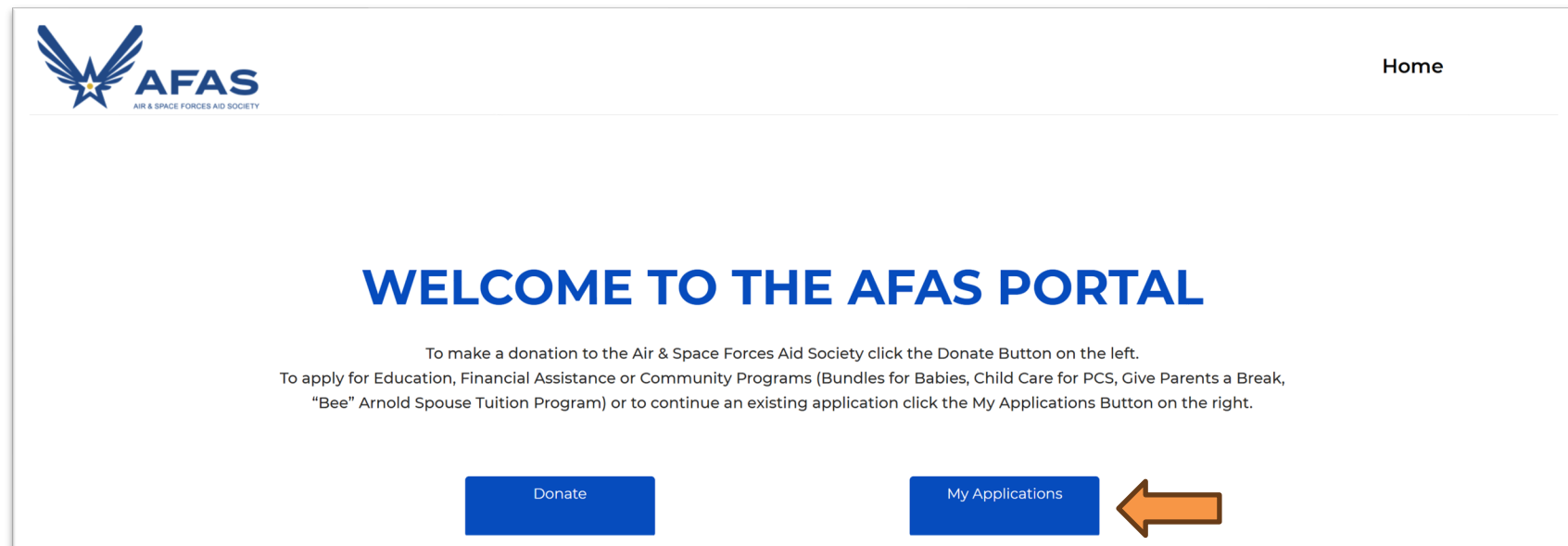
Change password

Creating an Application:

- You will need to Sign In to your account to start an application. (Select Sign In tab and enter your Email and Password.



- Next, click on **My Applications**



How to Apply:

- For **Give Parents a Break**, select **“Apply for Community Program.”**



My Applications

This page is the central location to monitor your applications with the Air & Space Forces Aid Society.

To begin a new application, click on one of the blue buttons below. To apply for Assistance, click the “Apply for Assistance” button on the left. To apply for a Community Program (Bundles for Babies, Bee Arnold Spouse Tuition, Child Care for PCS, Give Parents a Break), click on the “Apply for Community Program” button in the middle. If you are applying for the General Henry H. Arnold Grant please click on the “Apply for Hap Arnold Grant” on the right. If you are applying for assistance with a car seat, please apply under “Assistance.”

Once an application has been started but not completed, it will be displayed here with a status reason of “Not Submitted”. 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 view the details of the submitted application.

Apply for Assistance

Apply for Community Program

Apply for Hap Arnold Grant

Application ID	Application Type	Application Subtype	Created On ↓	Status Reason	Application Processing Stage	Explanation of Process Stage
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Select a Community Program:


- You must select **Give Parents a Break** in the drop-down menu
- Once selected, click **Submit** to get started




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 PAB 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 



Select a Community Program:



- Once **Give Parents a Break is selected** in the drop-down menu all required fields must be completed with an asterisk (*)
- Once all required information is filled in, click **Submit** to get started

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**.

*For Service members and applying on their own behalf, this will be **your** information, as the applicant requesting assistance.*

*If you are a spouse applying, this will be **your** information, as the applicant*

Note: All fields with an asterisk (*) are mandatory and must be completed to continue to the next screen

The screenshot displays the 'GIVE PARENTS A BREAK APPLICATION' form. At the top, the title 'GIVE PARENTS A BREAK APPLICATION' is centered in large blue letters. Below the title is a progress bar with four steps: '1 Applicant Information' (highlighted in blue), '2 Military Member Information', '3 Requirements', and '4 Disbursement Method'. The form is divided into two main sections: 'Applicant Information' on the left and 'Contact Information' on the right. The 'Applicant Information' section includes fields for 'SSN *', 'DODID', 'First Name *', 'Middle Initial', 'Last Name *', and 'Suffix'. The 'Contact Information' section includes fields for 'Personal Email Address *', 'Work Email Address', 'Phone Number Type *' (a dropdown menu with 'Select' as the current option), 'Work Phone (no dashes)' (with a placeholder 'Provide a telephone number'), and 'Home Address' (with a field for 'Address Line 1 *'). A search icon is visible in the bottom right corner of the form area.

Step 2: Military Member Information

- Enter the required information for the military member (sponsor), then click **“Save and Continue.”**

GIVE PARENTS A BREAK APPLICATION

1 Applicant Information ✓2 Military Member Information3 Requirements4 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)

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. If a spouse is applying, you will be asked to provide your Dependent Military ID along with the other required documents.

To avoid delays in processing your application, please ensure all required documents are submitted at the time of 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
Military ID/ Front and Back (Authority: DoDI 1000.13)		Pending	 
Give Parents a Break Confirmation Form		Pending	 
Certificate of Eligibility		Pending	 




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

Step 3 Continued: 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	
Give Parents a Break Confirmation Form		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

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 (Applies to ALL AFAS Applications)

- 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.

The screenshot shows a progress bar at the top with three steps: 1 Applicant Information ✓, 2 Military Member Information ✓, and 3 Requested Assistance Details ✓. The current step is 6 Disbursement Method. Below the progress bar, there is a heading "6 Disbursement Method" and a sub-heading "Enroll today in the Zelle payment platform to direct deposit approved emergency assistance funds into your account! Click Here to learn more." The "Disbursement Method *" dropdown menu is set to "Zelle". Below it, the "Zelle Identifier Type *" dropdown menu is empty. At the bottom, there are two buttons: "Previous" and "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.

The screenshot shows a progress bar at the top with three steps: 1 Applicant Information ✓, 2 Military Member Information ✓, and 3 Requested Assistance Details ✓. The current step is 6 Disbursement Method. Below the progress bar, there is a heading "6 Disbursement Method" and a sub-heading "Enroll today in the Zelle payment platform to direct deposit approved emergency assistance funds into your account! Click Here to learn more." The "Disbursement Method *" dropdown menu is set to "Bank ACH". Below it, there are three text input fields: "Bank Name *", "Routing Number *", and "Account Number *". Below these fields is a "Verify Account Number *" field. At the bottom, there are two buttons: "Previous" and "Save and Continue".

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

Note: AFAS is not responsible for incorrect Zelle Identifiers or Bank ACH information resulting in deposits being sent to the wrong account. Please ensure you have verified your information before clicking 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 and ensured you have attached all required documents, and verified your Zelle or Banking information, 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

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

What Happens Next?

- You will receive a verification email that your application was successfully submitted
- **If your application is approved**, you will receive an email from Adobe Sign (Please check Junk/Spam folders) with an attachment which requires your signature. This signed document must be submitted through Adobe Sign before AFAS can distribute any approved funds for all programs



Options ▾ Emergency Assistance Contract (Allotment) Next required field 2

AIR FORCE AID SOCIETY ASSISTANCE CONTRACT

MEMBER/APPLICANT INFORMATION			
MEMBER John Snuffy	MEMBER # CON-278900	LAST 4 OF SSN 1234	
APPLICANT John Snuffy	RELATIONSHIP Member		
DISBURSEMENT INFORMATION			
CASE # EA-2024-142107	PREVIOUS BALANCE	NEW LOAN \$1,640.00	NEW LOAN BALANCE \$1,640.00
MONTHLY REPAYMENT TERMS			
PAYMENT AMOUNT \$164.00	PAYMENT METHOD Allotment	# MONTHS 10	START DATE 9/15/2024

LOAN DISBURSEMENT – PROMISSORY NOTE

I acknowledge receipt of \$1,640.00 from the Air Force Aid Society as an interest free (0%) loan and I promise to repay this loan in full according to the monthly repayment terms outlined above.

I authorize AFAS to start an allotment in accordance with the allotment terms outlined above.

Start

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

Continue

Having difficulty with your application or have questions?

Contact AFAS at 703-972-2604 or email ea@afas.org for assistance



Additional Information

- Your application will be assigned to an AFAS Case Manager. It will be reviewed as quickly as possible.
- **Looking for an application update?** You may log into the portal and visit the **My Applications** tab to review the **status** of your application in live time.
- Ensure you answer any calls you receive from area codes 703 or 571 as your Case Manager may be trying to contact you for additional information regarding your request.
- Also, be sure to check your email as the Case Manager may send you messages regarding your case. You may also want to check your Junk/Spam folders for updates as well.

WELCOME TO THE AFAS PORTAL

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My Applications

How to Apply?

My Loans and Grants

