



## Basic Needs Allowance Update Fact Sheet

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### BLUF

NAVADMIN 155/23 announces updates to the Navy's policy and procedures for the implementation of Basic Needs Allowance (BNA). BNA provides additional income to address the difference between Gross Household Income from the previous Calendar Year (CY) and 150 percent of the Federal Poverty Guidelines.

### Who needs to know?

- Active duty Sailors with dependents (particularly Junior Sailors)
- Division Officers and Department Heads
- Chiefs Mess
- Triads
- CPPAs



### What you need to know – key points

- Basic Needs Allowance is a monthly allowance for active-duty service members with dependents whose gross household income falls below 150% of Federal Poverty Guidelines for their permanent duty station.
- An eligible Sailor must have completed their Initial Entry Training, have a Gross Household Income (includes spouse income) that does not exceed 150% of the Federal Poverty Guidelines, have dependents enrolled in DEERS, and voluntarily apply for Basic Needs Allowance. All requests are certified by Navy Pay and Personnel Support Center.
- Navy Pay and Personnel Support Center will conduct monthly screenings of potentially eligible Sailors and provide a list via Customer Relationship Management (eCRM) tool and email to command triads and command pay/personnel administrators.
- Upon notification of potential eligibility of Basic Needs Allowance, Sailors have 180 days to submit an application or they are deemed ineligible until they are rescreened.
- Sailors who received Basic Needs Allowance must have eligibility recertified by Navy Pay and Personnel Support Center if 12 months have passed since their Basic Needs Allowance was certified, their monthly recurring Gross Household Income raised by \$150 or more, or their number of dependents changed.

### Sample POD/POW Note

- BASIC NEEDS ALLOWANCE UPDATES – The Navy released updates to the basic needs allowance for active-duty service members with dependents whose gross household income falls below 150% of federal poverty guidelines. Check NAVADMIN 155/23 for eligibility details.

### FAQ

#### Q. What is the basic needs allowance policy?

A. Basic Needs Allowance is a monthly allowance for active-duty service members with dependents whose gross household income falls below 150% of federal poverty guidelines.

#### Q. What does it do?

A. A Basic Needs Allowance provides a supplemental taxable allowance for eligible Sailors who are the most financially challenged. It will promote economic security for those members and their families.



**Q. Who does this benefit?**

**A.** Active-duty Sailors with dependents, who have completed initial entry training and whose gross household income falls below 150% of federal poverty guidelines for their location and the size of their household, are eligible. The military services will proactively screen service members for eligibility (based on service member pay) and notify them of their potential eligibility.

**Q. How much money will Sailors who get this allowance receive?**

**A.** An average monthly payment for a Sailor who qualifies for the basic needs allowance will vary depending on their location and size of their household, but is expected to be in the hundreds.

**Q. How will the service screen Sailors for eligibility?**

**A.** Navy Pay and Personnel Support Center (NPPSC) will conduct screenings monthly. NPPSC will notify the chain of command of eligible Sailors, and the chain of command will notify the Sailor via a page 13 (NAVPERS 1070-613 Screening Notification Template) and provide an Application Cover Sheet. Once notified, Sailors have 180 days to submit an application or they have 180 days to apply or they are deemed ineligible until rescreened.

**Q. When will this benefit be paid?**

**A.** Once the application is certified, the first payment will be made within 30 days of certification.

**Q. What happens if a Sailor becomes ineligible?**

**A.** If a Sailor who is receiving the Basic Needs Allowance becomes ineligible due to their gross household income exceeding 150 percent of the previous year's federal poverty guideline, the Sailors allowance will be terminated 60 days after the Sailor becomes ineligible. An example of this is if a Sailor receives a promotion and becomes ineligible for the basic needs allowance after the Sailor's pay increases.

**Q. How will the Navy notify Sailors?**

**A.** Navy Pay and Personnel Support Center (NPPSC) will conduct screenings monthly. NPPSC will notify the chain of command of eligible Sailors, and the chain of command will notify the Sailor via a page 13 (NAVPERS 1070-613 Screening Notification Template) and provide an Application Cover Sheet. Once notified, Sailors have 180 days to submit an application or they have 180 days to apply or they are deemed ineligible until rescreened.

**Q. Is there a deadline to apply?**

**A.** Once notified, Sailors have 180 days to submit an application or they are deemed ineligible until rescreened. For new accession Sailors, they have 180 days to apply after arrival at their first PDS or they are deemed ineligible until rescreened.

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