



Rules of
Department of Public Safety
Division 85—Veterans’ Affairs
Chapter 1—Veterans’ Affairs

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**Title 11—DEPARTMENT OF
PUBLIC SAFETY**

**Division 85—Veterans' Affairs
Chapter 1—Veterans' Affairs**

11 CSR 85-1.010 Description of Organization

PURPOSE: This rule complies with section 536.023(3), RSMo by describing the organization and method of operation of the Missouri Veterans' Commission.

(1) Definition. The terms used in 11 CSR 85-1 will be given the same meaning as set forth in section 42.002, RSMo 2000.

(2) Commission. The commission has five (5) members appointed by the governor with the advice and consent of the senate. The commissioners are required to be Veterans and are appointed to four (4)-year terms. In addition, the chair of the Missouri Military Preparedness and Enhancement Commission (or the chair's designee) is an ex officio member of the commission. The ex officio member serves a term that is coextensive with that of the term of the chair of the Missouri Military Preparedness and Enhancement Commission. The ex officio member shall be allowed to attend and participate in any open meeting discussions of the commission, but shall not be allowed to hold office, vote, or make a motion on any matter coming before the commission. Members of the commission and the ex officio member shall not be compensated for their services, but they shall be reimbursed from funds appropriated therefore for actual and necessary expenses incurred in the performance of their duties.

(3) Organization. The commission operates the following: Veterans' Services Program, Missouri Veterans' Homes Program, and Missouri Veterans' Cemeteries Program. The commission carries out its programs through the following major administrative units:

(A) Administrative services advocate, guide, plan, and support the success of commission programs;

(B) Veterans' Services Program ensures that Veterans and dependents in Missouri are informed about Veterans' benefits;

(C) Veterans' Homes Program provides skilled nursing care for eligible Veterans in Missouri; and

(D) Veterans' Cemeteries Program provides for the interment of eligible Veterans in Missouri and their dependents.

(4) Executive Director. The commission appoints an executive director who executes

the duties vested in the commission and supervises all staff. The executive director serves as secretary at regular and special meetings of the commission. The executive director manages the Veterans' programs outlined in section (3) of this rule. The executive director is the appointing authority for the commission.

(5) Action by Commission. The performance of any duty or the exercise of any authority of the commission shall be done in the following manner:

(A) Meetings. The commission meets at least once each quarter and all meetings are open to the public. The location and time of meetings are determined by the commissioners and are posted with the Office of Administration's state government meeting notices. All regular and special meetings are held pursuant to the applicable laws of Missouri. Meetings may be held in person, by telephone, or by video conferencing;

(B) Quorum. Three (3) commissioners constitute a quorum for the transaction of business. The ex officio member shall not be included for the purposes of determining whether a quorum is present. No business shall be transacted without a quorum;

(C) Voting. Any action shall be adopted if it receives a majority of votes cast with a quorum being present in person, by telephone, or by video conferencing. If any commissioner is present but does not vote, the abstention shall not be counted as a vote. Unless the vote is unanimous, the secretary shall indicate in the minutes how each commissioner voted;

(D) Officers. The commission shall elect a chairman and vice chairman to serve a term of two (2) years. These officers will hold office until their successors are elected;

(E) Emergency Matters. The executive director is authorized to act for the commission in emergency matters, subject to ratification by the commission at the next regular meeting; and

(F) Conduct of Meetings. The chairman shall conduct the meetings and be the presiding officer of the commission. The chairman shall recognize the different members for the purpose of having the floor to speak, to state and put actions to vote, and shall rule on all points of order. The chairman may not make a motion, but may second any motion on the floor and may vote on any issue before the body. In the absence of the chairman, the vice chairman shall assume the duties of the chairman. The secretary shall prepare all minutes of the commission. Minutes of the previous meeting will be voted on at the next regular or special meeting of the commission, and, following approval, the secretary shall sign and archive the minutes.

AUTHORITY: sections 42.007 and 536.023(3), RSMo Supp. 2008 and section 42.012, RSMo 2000.* This rule was previously filed as 13 CSR 100-1.010. Original rule filed Dec. 29, 1975, effective Jan. 9, 1976. Rescinded and readopted: Filed March 22, 1990, effective June 28, 1990. Amended: Filed Jan. 7, 2009, effective July 30, 2009.

*Original authority: 42.007, RSMo 1989, amended 1996, 2008; 42.012, RSMo 1989, amended 1998; and 536.023, RSMo 1975, amended 1976, 1997, 2004.

11 CSR 85-1.015 Procedures for Receiving Information

PURPOSE: This rule complies with section 536.023(3), RSMo Supp. 2008, by describing the procedures for receiving information and requests from the public.

(1) The executive director of the Missouri Veterans' Commission is the custodian of the records of the commission.

(2) Procedures for the release of information on any meeting, record, or vote and other records maintained by the commission, the Missouri Veterans' Homes, and other commission programs are available from the records custodian.

(3) The records custodian may designate one (1) or more deputy custodians to facilitate the handling of records requests. The records custodian shall provide information as to the names and addresses of the custodian, deputy custodians, and charges for record copying by posting such information online at the commission's website www.mvc.dps.mo.gov

(4) Comments or suggestions by letter are always welcomed. Information related to Veterans may be obtained by writing to the records custodian or appropriate deputy custodian or by calling the commission.

AUTHORITY: sections 42.007 and 536.023(3), RSMo Supp. 2008.* Original rule filed Jan. 7, 2009, effective July 30, 2009.

*Original authority: 42.007, RSMo 1989, amended 1996, 2008 and 536.023, RSMo 1975, amended 1976, 1997, 2004.

11 CSR 85-1.020 Veterans' Services Program

PURPOSE: This rule describes the operation of the Veterans' Services Program as outlined in sections 42.007 and 42.012, RSMo.



(1) The executive director shall hire a Veterans' Services Program director. The director shall be an honorably discharged Veteran of the United States Armed Forces. The Veterans' Services Program director shall have the authority and responsibility for the planning, implementation, and operation of the Veterans' Services Program.

(2) The Veterans' Services Program director shall hire the professional, technical, and support staff necessary to operate the Veterans' Services Program. This staff shall be responsible for providing services to Veterans/dependents/survivors in Missouri.

(3) The staff assigned to the Veterans' Services Program shall—

(A) Perform the duties and responsibilities outlined in section 42.007.5(1), (2), (3), and (4), RSMo;

(B) Exercise, on behalf of the executive director, the powers vested in section 42.012.2(2) and 42.012.2(5), RSMo; and

(C) Act as the referral agent for Veterans seeking services provided by the commission and all matters relating to the rights of Veterans and their dependents.

AUTHORITY: sections 42.007 and 536.023(3), RSMo Supp. 2008 and section 42.012, RSMo 2000. Original rule filed March 22, 1990, effective June 28, 1990. Amended: Filed Jan. 7, 2009, effective July 30, 2009.*

**Original authority: 42.007, RSMo 1989, amended 1996, 2008; 42.012, RSMo 1989, amended 1998; and 536.023, RSMo 1975, amended 1976, 1997, 2004.*

11 CSR 85-1.030 Missouri Veterans' Homes

PURPOSE: This rule defines the terms and explains the operation of the Missouri Veterans' Homes Program under sections 42.100 and 42.130, RSMo.

(1) As used in 11 CSR 85-3.010, unless the text clearly indicates otherwise, the following terms shall mean:

(A) Home administrator—the staff person appointed by the executive director to administer a single Missouri veterans' home;

(B) Resident—a person who receives healthcare services and resides at a Missouri veterans' home;

(C) Resident rate—the payment a resident of a Missouri veterans' home makes to defray, or partially defray, the cost of medical care and residency;

(D) Per diem—a rate established by the United States Department of Veterans Affairs and paid to the state based on the actual number of days a veteran occupies a bed in a Missouri veterans' home; and

(E) Applicant—a citizen of Missouri who— has maintained a physical residency in Missouri for one hundred eighty (180) days prior to application for placement in a veterans' home; meets the criteria established by the United States Department of Veterans Affairs, or its successor organization, for veteran status; and requires institutional health-care services.

(2) The executive director shall hire an administrator for each Missouri veterans' home to operate each facility authorized by the state. The home administrator shall maintain a current Missouri nursing home administrators license. Each home administrator shall—

(A) Develop an environment that produces the highest quality skilled nursing care to the residents of the home;

(B) Develop fiscal policies and procedures that assure accountability of all facility revenues, expenditures and inventories of the home. This shall include the determination of the individual resident rate to be charged within the guidelines established by the commission;

(C) Develop and implement a quality management program and utilization review plan for each facility within the framework provided by the executive director;

(D) Assure that personnel policies and procedures are implemented in accordance with commission policy and Chapter 36, RSMo and commission policy manual for all employees of the home; and

(E) In order to insure continuous eligibility for receipt of per-diem payments from the Department of Veterans Affairs, the executive director shall ensure, through whatever means s/he deems appropriate, compliance with all pertinent laws and regulations. Upon assurance by the executive director of substantial compliance, the commission shall issue license for operation to each veterans' home. Each veterans' home shall display the license in a prominent location and shall provide copies to appropriate representatives of the Department of Veterans Affairs when requested. Such license may be revoked only for cause, and only upon direct order of the executive director.

AUTHORITY: sections 42.100 and 42.130, RSMo 1994. Original rule filed March 22, 1990, effective June 28, 1990. Amended: Filed Jan. 23, 1992, effective June 25, 1992.*

Amended: Filed March 13, 1992, effective Aug. 6, 1992. Amended: Filed April 18, 1995, effective Sept. 30, 1995.

**Original authority: 42.100, RSMo 1977, amended 1985, 1989 and 42.130, RSMo 1989.*

11 CSR 85-1.040 Veterans' Trust Fund

PURPOSE: This rule outlines the duties and responsibilities of the executive director in administering the Veterans' Trust Fund established by sections 42.135 and 43.100, RSMo.

(1) The Veterans' Trust Fund is a state fund established to receive monies generated by individual income taxes, corporate taxes, grants, gifts, bequests, the federal government, or other sources. This fund shall be administered by the executive director with approval of the commission for purposes authorized under sections 42.002 to 42.135 and section 143.1001, RSMo, and appropriated by the state.

(2) The executive director shall establish, with approval of the commission, procedures and agreements with other state agencies as necessary to manage the Veterans' Trust Fund. The executive director shall develop operational policies and procedures to administer new programs developed using Veterans' Trust Fund monies.

(3) The executive director shall establish internal accounting procedures which safeguard Veterans' Trust Fund monies received by the commission as the collection agency for the fund.

(4) The executive director shall establish a public information program to assure the public has accurate knowledge of how the Veterans' Trust Fund monies are used and precisely how contributions may be made.

AUTHORITY: section 42.135, RSMo 2000 and sections 143.1001 and 536.023(3), RSMo Supp. 2008. Original rule filed March 22, 1990, effective June 28, 1990. Amended: Filed Jan. 7, 2009, effective July 30, 2009.*

**Original authority: 42.135, RSMo 1989, amended 1993; 143.1001, RSMo 1989, amended 1991; and 536.023, RSMo 1975, amended 1976, 1997, 2004.*

11 CSR 85-1.050 Veterans' Cemeteries Program

PURPOSE: This rule describes the operations of the Veterans' Cemeteries Program



authorized by sections 42.010 and 42.012, RSMo.

(1) The deputy director shall serve as the Veterans' Cemeteries Program administrator and shall have the authority and responsibility for the planning, implementation, and operation of the Veterans' Cemeteries Program.

(2) The deputy director shall hire the professional, technical, and support staff necessary to operate the cemeteries program. This staff shall be responsible for providing interment services to eligible Veterans and their dependents in Missouri, maintaining cemetery grounds and facilities, performing outreach activities to promote awareness of the Veterans' Cemeteries Program, and cooperating with the National Cemetery Administration and other state Veterans' Cemeteries Programs.

AUTHORITY: section 42.010, RSMo 2000 and section 536.023(3), RSMo Supp. 2008. Original rule filed Jan. 7, 2009, effective July 30, 2009.*

**Original authority: 42.010, RSMo 1996, amended 1998 and 536.023, RSMo 1975, amended 1976, 1997, 2004.*