



South Dakota Department of Veterans Affairs

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November 14, 2025

Dear County Auditor,

With the end of the year rapidly approaching, we would like to bring to your attention the matter of the state reimbursement for salary paid to your County Veterans Service Officer (CVSO).

SDCL 33A-1-30 and 33A-1-31 establish a reimbursement program for the Department to provide financial assistance for counties and tribes in paying a portion of the salaries of their CVSO's.

To reimburse you for CY 2025, we need a copy of the payroll ledger or individual earnings record for your veterans' service officer covering the period from January 1, 2025, through December 31, 2025. This document must be CERTIFIED by you, the County Auditor, as a true and factual statement of salary payments.

**For future reimbursements starting in CY2026**, your CVSO will be required to attend the SDDVA Annual Benefit School, one of SDDVA's mini conferences, host or participate in at least one veteran outreach event each quarter, and a new CVSO will participate in those mentioned above, as well as attend SDDVA's new VSO training program. Participation in these training opportunities ensures that your CVSO stays up to date with the ever-changing federal rules and regulations.

A signed copy of the agreement and the minutes of the commission meeting at which the agreement was adopted must be forwarded to SDDVA by February 1, 2026, to receive 2026 reimbursement.

The salary schedule and reimbursement rates are as follows:

County Population by 2020 Census	Minimum Salary Required	Reimbursement Rate
50,000 and over	\$20,625.00	\$5,156.25
20,000 – 50,000	\$19,250.00	\$4,812.50
10,000 – 20,000	\$16,500.00	\$4,125.00
5,000 – 10,000	\$12,375.00	\$3,093.75
Up to 5,000	\$8,250.00	\$2,062.50

Please mail the requested document(s) to: DJ Montreal, South Dakota Department of Veterans Affairs, 1600 W. Russell Street, Sioux Falls, SD 57104.

If you have any questions, please feel free to contact me at 605-204-9241 or .  
[dj.montreal@state.sd.us](mailto:dj.montreal@state.sd.us).

Sincerely,

A handwritten signature in black ink, appearing to read 'DJ Montreal', written in a cursive style.

DJ Montreal, Director of Operations and Communications  
South Dakota Department of Veterans Affairs

<https://vetaffairs.sd.gov>  
1600 W. Russell Street – Suite 407  
Sioux Falls, SD 57104

REQUEST FOR STATE AID FOR SALARY OF  
COUNTY VETERANS SERVICE OFFICER

Brookings County will participate under SDCL 33A-1-31 'State aid for salaries of County Veterans Service Officers (CVSO) – maximum reimbursement' for the period January 1, 2026, to December 31, 2026, and continued each year thereafter, unless terminated by either the County or State. Based on the 2020 census, which sets our county's population at 34,315. The annual salary paid for employment of a CVSO will not be less than \$ 19,250.

Upon compliance with 33A-1-26, 33A-1-31, and 33A-1-32, and committing our CVSO to attend: the SDDVA Annual Benefit School, one of SDDVA's mini conferences, host at least one veteran outreach event each quarter, and a new CVSO will participate in those mentioned above, as well as SDDVA's new VSO training program.

We request reimbursement as stated in SDCL 33A-1-32 at the end of the calendar year in which the expense occurs.

The action of the Board of County Commissioners stating their approval of this participation is carried in the minutes of the Commission meeting held on January 20, 2026.  
(date)

Note: A certified copy of the commission minutes must be enclosed with this application.

\_\_\_\_\_  
(Date:)

\_\_\_\_\_  
County Commission Chairman

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The Department of Veterans Affairs adheres to the reimbursement of salaries for CVSO as prescribed under SDCL 33A-1-32. Subject to legislative appropriation, salary reimbursement as outlined in statute will be made following the end of the calendar year in which the expense occurs, providing the county is in compliance with SDCL 33A-1-32 and with the required training of CVSO.

\_\_\_\_\_  
(DATE:)

\_\_\_\_\_  
SDDVA Secretary