

## APPLICATION GUIDELINES

### WHO CAN APPLY

Parents/Guardians of children whose ages are from birth to 12 years old  
(as of December 25, 2018) who meet income guidelines

Seniors age 65+ (as of December 25, 2018) who meet income guidelines

***Only 1 application per household; covers all children/seniors in household.***

### WHERE TO APPLY?

The Salvation Army  
220 E. Russell Street

### WHEN TO APPLY?

#### **October 15 to October 25**

<b>Monday (Oct 15)</b>	<b>9am-4pm</b>
<b>Tuesday (Oct. 16)</b>	<b>2pm-7pm</b>
<b>Thursday (Oct. 18)</b>	<b>9am-4pm</b>
<b>Monday (Oct. 22)</b>	<b>9am-4pm</b>
<b>Tuesday (Oct. 23)</b>	<b>2pm-7pm</b>
<b>Thursday (Oct. 25)</b>	<b>9am-4pm</b>

### WHAT TO BRING?

***Please bring all required documents with you to avoid delays in submitting your application***

- Proof of **Address**  
(Lease agreement or utility bill with current address)
- Current (not expired) photo identification for **ALL ADULTS** in the household  
(*Driver's License, State-issued photo ID, Military ID*)
- Proof of birthdates for **ALL CHILDREN 0-12**  
(*Birth Certificate, Immunization Records, School ID*)
- Proof of **ALL HOUSEHOLD INCOME** from at least the past month  
(*Includes ALL of the following: pay stubs, food stamp award letter and/or a print out of all assistance through DSS, Social Security, SSI, child support payments and any other income received*)
- Proof of **EXPENSES**  
(*Including: Bills, Childcare, Student loans and any other payments*)

***\*Plan to spend about one hour to complete your application.  
Depending on the time of day, your wait may exceed 1 hour.\****