

## Application guidelines

### Who Can Apply

Parents/Guardians of children whose ages are from birth to 12 years old  
(as of December 25, 2017) who meet income guidelines

Seniors age 65+ (as of December 25, 2017) 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 23-27**

<b>Monday*</b>	<b>9am-4pm</b>
<b>Tuesday*</b>	<b>9am-4pm</b>
<b>Wednesday*</b>	<b>9am-7pm</b>
<b>Thursday*</b>	<b>9am-7pm</b>
<b>Friday*</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.\****