

# INSTRUCTIONS

To be considered eligible to receive Christmas assistance, your information must be complete and correct. **You must receive SNAP (food stamps) or a medical card in order to apply by mail.** Others may apply in person at a certifying agency and will be considered based on the agency's criteria for assistance.

**Social Security numbers are REQUIRED** in order to enter application into Christmas Bureau computer database system. Applications received without this information will be denied and returned.

List everyone who lives with you full-time, not occasionally.

**IF YOUR FAMILY RECEIVES SNAP OR A MEDICAL CARD** (Families receiving food stamps or medical cards are automatically eligible):

- 1) Carefully complete **both** sides of the application if applying for toys.
- 2) If you receive food stamps, attach a copy of your food stamp verification (i.e. recent review letter) showing the amount of SNAP benefits you receive. **This letter must contain the names of those included in the SNAP case.** If you do not receive SNAP benefits and you or your child receives a medical card, send a copy of the card(s) with your application (a copy for each person).
- 3) Mail the application and food stamp verification and/or a copy of your medical card(s) to:  
**Christmas Bureau  
1 United Way Square  
Charleston, WV 25301**
- 4) Applications should be submitted by November 5th, but please mail as soon as possible.
- 5) **Incomplete applications or those received without food stamp verification or a copy of the medical card will be denied and returned.**

**IF YOUR FAMILY DOES NOT RECEIVE SNAP OR HAVE A MEDICAL CARD:**

- 1) Carefully complete the application and the toy choice form if applying for toys.
- 6) Call *Christmas Bureau* at 304.414.4405 to find out where to take your application. You **MUST** apply in person and you will need to call the certifying agency to find out what you need to bring with you.  
**Do not mail your application if you do not receive food stamps or have a medical card.**

Families or individuals who do not receive an application in the mail and want to apply, may call Christmas Bureau at 304.414.4405 to find out where to apply.

The Christmas Bureau will assign approved applications to a provider organization based on the family's address. Each household will be assigned to only one organization for food and only one organization for toys. Toys are provided to young children from birth to 12 years old as a general rule, except Putnam County which serves all school aged children. Some groups provide food baskets, some food vouchers. The Salvation Army, Secret Santa, Mountain Mission, Heart and Hand and many other organizations coordinate their Christmas programs through the Christmas Bureau.

Complete only **ONE** application. All applications are entered in the **Christmas Bureau** database.

**Applications submitted at more than one agency will not be accepted and may cause your family to be denied by everyone.**