



# How to Apply for Help

Neighbors helping neighbors since 1942

Henrico Christmas Mother is a nonprofit organization providing holiday assistance to qualified Henrico County families with children, seniors and disabled adults. Applicants must reside in Henrico County and meet Henrico Christmas Mother income guidelines, based on the number of members in the household.

## Applications will be accepted for:

- Families with school age or younger children\*
- Adults 65 and over
- Adults with a documented disability

\*School age children must be enrolled in a Henrico County school or an equivalent GED program in order to be served.

## To apply:

- Applicants requesting assistance from Henrico Christmas Mother may not apply for assistance from other organizations.
- **You must apply in person** at our warehouse at 361 Dabbs House Road across from the Eastern Henrico Government Center.
- You must have all of the **required documentation listed below** with you before you will be allowed to fill out an application.

## REQUIRED DOCUMENTATION

**PROOF OF HENRICO COUNTY RESIDENCY** (one of the following):

Utility bill (water, electric, etc.) **or**  
Current lease with your name on it

**BIRTH CERTIFICATES** for each child on your application

**SOCIAL SECURITY CARDS** for all household members

If you don't have one or more, you may bring a letter obtained from the Social Security Administration with the appropriate information.

**PROOF OF INCOME** (bring all that apply):

Copy of recent pay stub  
Copy of Social Services notification of food stamp or TANF amount  
Copy of child support award  
Copy of current Social Security benefit letter (for retirees not on disability)

**PROOF OF DISABILITY** for each disabled adult on the application

Your letter should show the name of the disabled person and amount of disability payments.

**PROOF OF CUSTODY** for children other than your own  
Court orders or custody papers

## 2014 APPLICATION DATES

Applications will be taken on the following dates and times only and you must apply in person:

**Monday, October 27, 2014**

9:30 am – 3:00 pm

**Monday, November 3, 2014**

9:30 am – 3:00 pm

**Monday, November 10, 2014**

2:00 pm – 6:00 pm

**Monday, November 17, 2014**

9:30 am – 3:00 pm

## Once your application is complete:

- A Henrico Christmas Mother representative will review your application with you and verify your documentation.
- If you are eligible, you will be given an appointment during the second or third week of December to return to the warehouse to shop.

***A brief note on our history and tradition:***  
*Christmas is in our name and its spirit is in our hearts. But in honoring our long-standing tradition of neighbors helping neighbors, we welcome people of all customs and beliefs who may be in need of assistance during the holiday season.*