



HOW TO APPLY FOR HELP

Neighbors helping neighbors since 1942

Application Dates for 2017

Apply in person at 361 Dabbs House Road

Monday, **October 2, 2017**, 9:30 a.m. – 3:00 p.m.

Monday, **October 9, 2017**, 9:30 a.m. – 3:00 p.m.

Monday, **October 16, 2017**, 2:00 p.m. – 6:00 p.m.

Monday, **October 23, 2017**, 9:30 a.m. – 3:00 p.m.

Applications will be accepted for:

- Families with school age or younger children (School age children must be enrolled in a Henrico County school or an equivalent GED program)
- Seniors 65 and over
- Adults with a documented disability

To apply:

- Applicants **must reside in Henrico County** and **meet Henrico Christmas Mother income guidelines.**
- 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
- You must have all of the **documentation listed in the "Required Documentation" section** with you before you will be allowed to fill out an application.
- A Henrico Christmas Mother Representative will review your application with you and verify your documentation.

Required Documentation:

- **PROOF OF HENRICO COUNTY RESIDENCY**
Examples: SNAP letter, Utility Bill or Current Lease with your name on it
- **BIRTH CERTIFICATES** for each child on your application
- **SOCIAL SECURITY CARDS** for all household members
- **PROOF OF INCOME** (bring all that apply):
Copy of recent pay stub
Copy of Social Services notification for SNAP or TANF
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. Letter must show the name of the disabled person and amount of disability payments.
- **PROOF OF CUSTODY** for children other than your own; such as Court orders or custody papers.

Contact us:
(804) 236-9741

www.henricochristmasmother.org

A brief note on our history and tradition:

Henrico Christmas Mother is a nonprofit organization providing holiday assistance to qualified Henrico County families with children, seniors, and disabled adults. 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.