



# HOW TO APPLY FOR HELP

Neighbors helping neighbors since 1942

## Application Dates for 2021

Apply in person at 361 Dabbs House Road

Monday, **October 4, 2021**, 9:30 a.m. – 3:00 p.m.

Monday, **October 11, 2021**, 9:30 a.m. – 3:00 p.m.

Monday, **October 18, 2021**, 2:00 p.m. – 6:00 p.m.

Monday, **October 25, 2021**, 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 holiday 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:**

- **Photo ID**
- **Current SNAP/TANF Statement**
- **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):  
Current SNAP/TANF statement  
Copy of recent pay stub  
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. Requires SSI or Military Disability Letter showing 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:

[applications@henricochristmasmother.org](mailto:applications@henricochristmasmother.org)

(804) 236-9741

[www.henricochristmasmother.org](http://www.henricochristmasmother.org)

**Applications will NOT be accepted via mail, email, or telephone**