

**Client Checklist – VAC Christmas Program**

- Original (NO COPIES) identification for everyone at the address
- Proof of all income and resource information for everyone at the address
- Proof of current physical (no P.O. boxes) Boone County address (a lease will NOT be accepted)
- Wish List completed and legible
- Application completed, legible, and signed

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**↓to be filled out by VAC staff members↓**

**VAC Staff Checklist – VAC Christmas Program**

- Original (NO COPIES) identification for everyone at the address
- Proof of all income and resource information for everyone at the address
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- Wish List completed and legible
- Application completed, legible, and signed

Missing documents: \_\_\_\_\_  
Date \_\_\_\_\_ Staff initials \_\_\_\_\_

Application accepted: \_\_\_\_\_ Date \_\_\_\_\_ Staff initials \_\_\_\_\_