



the Heart of Service in Boone County

403A Vandiver Drive, Columbia, MO 65202

(573) 874-2273, FAX (573) 874-9172, vac@vacmo.org, www.vacmo.org

Guidelines and Application Process – VAC Christmas Program

1. Must reside in Boone County at the time of application and at the time of distribution.
2. Must provide all documentation listed below. It must be current, accurate, and complete. Additional information may be requested. Households will be allowed five calendar days to submit requested information. Failure to do so will result in denial of request for assistance.
3. Assistance is provided only to permanent household members who legally reside with the head of household at the stated physical Boone County address.
4. Household receiving assistance must have a net income at or below 150% of poverty level for household size.
5. This program serves low-income families with children 18 or younger. Children must be 18 years of age or younger on December 25 and/or unborn child must be due by at least December 25 (if you are pregnant, you must provide proof of due date from your doctor).
6. VAC will require identification for everyone currently living in the household, proof of address, and financial information to verify your eligibility for this program. If the information you provide is incorrect or incomplete, it may cancel your eligibility for the program. If this happens, we will notify you by mail.
7. Client must provide proof of all income and resource information for everyone at the address:
Examples: paycheck stub, unemployment or child support check stub, printout from DFS (TANF, food stamps), Social Security printout, etc.
8. Client must provide one original (NO COPIES) identification for everyone at the address:
Examples: photo id, social security card, birth certificate, Medicaid/Medicare card, printout from DFS with names and social security numbers on it, etc.
9. Client must provide proof of current physical (no P.O. boxes) Boone County address (a lease will NOT be accepted):
Examples: a bill or any piece of mail with your name and current physical address on it.
10. Applications for this year's program will only be accepted from Monday, September 19, 2011 during our normal business hours (Monday through Friday from 9:00 a.m. to noon, 1:00 to 4:00 p.m.) or Wednesdays September 21 and October 19 from 5:00 to 7:00 p.m. or Saturdays October 1 and October 15 from 7:30 to 9:30 a.m. Sign up will end on Thursday, October 20, 2011 at noon. In order to be fair to all families who apply, this date is firm, and no exceptions will be made.
11. The Sponsors for the Voluntary Action Center's Christmas Program are requested to provide at least one new gift (or gift certificate/voucher) for each person age 18 or younger in the family and provide food (or a gift certificate for food) for a Christmas meal.

12. Selection for the program is based on a random selection system. There is no advantage to turning in your application earlier than later.

13. If you are not randomly selected for VAC's Christmas Program, you will be notified by mail by October 28 and we will give you information about other area Christmas Programs.
14. We cannot guarantee that we will be able to find a sponsor for every family selected. We will notify you by mail after December 1 whether you are sponsored or not and when to pick up your gifts if you are sponsored.