







# 2017 SANTA'S ELVES APPLICATION INSTRUCTIONS


Follow these simple rules to help ensure your application is accepted.


\_\_\_  Applications MUST be returned by Tuesday October 31, 2017 by 4:00 p.m. to the White Pine County Social Services office at 297 11<sup>th</sup> St. E., Suite 7


\_\_\_  You must provide a good working phone number. White Pine County Social Services staff member will contact you prior to Friday November 3, 2017 to verify application information. They will make only 3 attempts to contact you, if they are unable to reach you, your application for assistance will be denied.

\_\_\_  You must provide proof of residency within Mt. Wheeler Power's service territory including the Mt Wheeler Power account number for power services.

\_\_\_  You must provide a copy of your child's birth certificate or proof of legal custody or guardianship upon submission of your application.

\_\_\_  Proof of income must be provided for the last **60 days** for everyone living in the household including; Paycheck, TANF, Child Support, Disability and Unemployment. All income must be disclosed.

\_\_\_  A wish list must be completed for each child, please be specific, include sizes favorite color or any additional information that will help us fulfill your child's Christmas wishes.

\_\_\_  Your child(ren) are eligible from Newborn up to 13 years of age to receive assistance. No assistance will be provided for children over the age of 13. Exceptions to the age limit will be made for children with special needs or at the discretion of WPCSS.

**Assistance through the Santa's Elves program is provided by Mt. Wheeler Power, White Pine County Social Services, White Pine County Sheriff's Employee Association and generous donations made through local businesses and individual members.**

Application turned in: WPCSS	
Order of submission: WPCSS	
Proof of Residence: MWP	
Proof of Custody: WPCSS	
Accept / Denied: WPCSS/MWP	

# 2017 SANTA'S ELVES APPLICATION



**Application Deadline is October 31, 2017, 4pm**

The Santa's Elves program has been in place for over 25 years, the program is intended to lend a helping hand to families who are financially struggling with the additional expenses of the holiday season. This program is not a government funded program, we rely on the generosity of our community to purchase items or to donate financially.

Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Guardian (if other than parents) \_\_\_\_\_

Mailing address: \_\_\_\_\_ Phone # \_\_\_\_\_

Physical address: \_\_\_\_\_ MWP account # \_\_\_\_\_

List the names of the children you are requesting assistance for: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_

**Please clearly complete a clothing and toy request form for each child requesting assistance.** Separate page.

List anyone **over** the age of 13 living at the above address: Use separate sheet if needed, **proof of income for each is required.**

\_\_\_\_\_  
\_\_\_\_\_

BY SIGNING I VERIFY THAT I UNDERSTAND THE APPLICATION REQUIREMENTS, AND CONFIRM EVERYTHING STATED ON THIS APPLICATION TO BE TRUE AND CORRECT. I UNDERSTAND THAT BY FALSIFYING ANY INFORMATION ON THIS APPLICATION IT WILL BE DENIED THIS YEAR AND I MAY NOT HAVE THE OPPORTUNITY TO APPLY FOR THE PROGRAM IN THE FUTURE. \_\_\_\_\_ **PARENT OR LEGAL GUARDIAN SIGNATURE (required)**