

**City of Bay Village Dept. of Community Services
Application for Holiday Caring & Sharing 2016**

The Holiday Caring & Sharing and Adopt-a-Family programs are for Bay Village residents who are experiencing financial difficulties and need assistance in providing food and possibly gifts for their families at the Holiday season.

To be eligible, applicants must reside in Bay Village. The program is set up to be utilized, but not limited to the following:

- Residents who are temporarily out of work
- Residents who are divorced and are experiencing financial hardships
- Families referred by Bay Family Services or local churches
- Residents on fixed incomes
- Residents overwhelmed by medical bills
- Residents experiencing other financial hardships

The Adopt-a-Family program is for families with children under age 18.

To qualify for the Holiday Caring & Sharing program, applicants' income must be at or fall below the income guidelines stated below, or show evidence of other hardship. Residents must provide adequate documentation verifying need and circumstances. All records will be kept confidential. You will be notified if your application has been approved.

We use the same financial guidelines as the Ohio Home Energy Assistance Program, which is 175% of the poverty level. If your family's income does not exceed the following ranges, you will be accepted into the Holiday Caring & Sharing program.

Size of Household

1	\$20,597.50
2	\$27,877.50
3	\$35,157.50
4	\$42,437.50
5	\$49,717.50
6	\$56,997.50

To process your application, please provide the following documentation:

- A copy of last year's tax return
- Copies of last two pay stubs
- (Or) copy of SSDI- checks or bank statement showing amount of automatic monthly deposit.

If you have children under 18 and want to participate in the Adopt-A-Family program, please fill out the enclosed wish list for each child and return this form with your application.

You will be notified of your acceptance into the Holiday Caring & Sharing program for 2016.

NOTE: If you do not have a copy of your tax return, you may obtain one by calling the Internal Revenue Service (1-800-829-1040). If you did not file taxes last year, or if you don't have the other documents required, please submit a letter explaining your personal situation.

Please itemize your HOUSEHOLD monthly income and expense items

INCOME

Your gross monthly income \$ _____
Spouse's gross monthly income \$ _____
Unemployment compensation \$ _____
Social Security compensation \$ _____
401 K/Retirement Funds \$ _____
Financial Assistance \$ _____
Food Stamps \$ _____
Spousal Support \$ _____
Child Support \$ _____
Other (please explain) \$ _____

EXPENSE

Rent/Mortgage \$ _____
Auto Loan \$ _____
Utilities \$ _____
Food \$ _____
Clothing \$ _____
Phone \$ _____
Medical \$ _____
Spousal Support \$ _____
Child Support \$ _____
Other (please explain) \$ _____

TOTAL: Monthly Income \$ _____

Monthly Expenses \$ _____

Do you share expenses with anyone else in your household? _____

Total number in household: _____

Please explain why you are applying for Holiday Assistance:

In order to process this application, all requested information must be presented with the COMPLETED application. Incomplete applications will not be considered. You will be contacted regarding the status of your application. Please contact the Community Services Office at (440) 899-3409 with any questions that you may have.

I verify that all the information submitted is correct, complete and accurate. I understand that I will not be eligible for assistance if I submit false or inaccurate information.

Signature of Applicant

Date

___ I can pick up my food and/or gifts at Bay Presbyterian Church, 25415 Lake Rd., between 9:15 and 11:15 a.m. on Friday, December 16th.

___ I cannot pick up my food and/or gifts. Please deliver items to my home between 12:30-2:30 p.m. on Friday, December 16th.

Call (440) 899-3409 if you need alternate arrangements for delivery.

Office Use Only:

Application Reviewed on: _____

Denied—Reason: _____ Notified: _____