



Christmas Clearing Council of Waukesha County

September 2018

Dear Waukesha County Agency or School Social Worker,

Now that the leaves are beginning to change, it's time for low-income families to request Christmas gift assistance for 2018. Applications may be turned in to us beginning October 2, 2018, and are due **NO LATER than November 21, 2018.**

To Print:

1. English: Print pages 2 and 3 on **WHITE** paper, double-sided with the short end flipped. We added printing instruction pages to ensure these are printed to work best in our office.
2. Spanish: Print the same as the English application but on **YELLOW** paper.

Before mailing:

1. Ensure eligibility:
 - a. Client must have custody of, and reside with, their child(ren) in Waukesha County.
 - b. Families must qualify for the reduced lunch program per the federal guidelines, as listed on reverse side of this letter, attend Head Start or get help from WIC.
 - c. Eligible children are those from birth to senior in high school. Children must attend school in Waukesha County.
2. Verify level of income.
3. Client **AND** agency representative must sign. Incomplete applications will be returned to client.

Mailing:

1. Mail applications to us as you receive them so families can immediately be entered into our system and matched with sponsors.
2. Applications must be postmarked by November 21, 2018, to be considered.
3. We only accept faxed applications if they have a cover sheet, clearly identifying your organization. If you mail an application that you also faxed, please write **FAXED** across the top.

Thank you for connecting us with families needing our assistance. If you have questions, contact our office after October 2 at 262.896.3395 or Sarah.Hein@christmasclearingcouncil.org.

Sincerely,

Sarah Hein
Executive Director