



# STEAC - HOLIDAY PROGRAM APPLICATION WORKSHEET

Use this worksheet BEFORE filling in the on-line application to make sure that you have all of your information ready-to-go in order to submit on-line successfully or to apply in-person with ease.

**Applying ON-LINE:** You must have PDFs or JPEGs of each of the following documents ready to upload in order to complete the on-line application.

**Applying IN-PERSON:** You must bring a copy of all of the following documents with you to Office Hours.

- **Proof of residency in Davis** (ONE of the following): current lease or rent receipt or another recently dated bill with your name and Davis address (i.e. PG&E, phone bill, etc.). These documents must be dated within the last two months.
- **Identification** (ONE of the following for EACH ADULT family member): Social Security cards, birth certificates, school IDs, California IDs, California driver's license, passport, or international picture ID.
- **Income verification** (one or more of the following for EACH ADULT in a single file): current paycheck stubs of everyone in your household who earns money, FREE School Lunch Program eligibility letter, Public Assistance printout (i.e. CalWorks or SA), and/or UI, SSDI, or SSI (need award letter; BIC card alone is not acceptable).

**FAMILY TO BE ADOPTED** (please print clearly):

→ **ONLY ONE APPLICATION WILL BE ACCEPTED PER HOUSEHOLD/ADDRESS**

**Total # in Household:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Proof of Residency:** Please create a PDF/JPG of ONE of the following: current lease or rent receipt or another recently dated bill with your name and Davis address (i.e. PG&E, phone bill, etc.). These documents must be dated within the last two months.

**Email:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **OK to send Texts?** Yes  No

**Language Preference:** English  Spanish  Mandarin

**Grocery List Selection:** A-Traditional  B-Hispanic-Inspired  C-Asian-Inspired

**\*PRINT IN LANDSCAPE**

HOUSEHOLD ADULTS		Your adopter will be asked to provide one-or-more gifts for each person <u>totaling</u> ~\$30. Please provide some gift ideas and be sure to include helpful information like size, color preference, etc. (e.g. "Men's polo-style long-sleeved shirt size Large in green or blue" or "Infinity Scarf in any color"). <i>*Many Adopters prefer to buy &amp; wrap gifts, so at most, only one of the lines should be a gift card.</i>	
<b># of Adults (18 years and older):</b> _____			
<b>Primary Applicant First &amp; Last Name:</b>	<i>Head of Household (HOH)</i>	<b>ID Type &amp; #:</b>	<b>Gift Idea 1:</b>  ----- <b>Gift Idea 2:</b>
	<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Decline to State <input type="checkbox"/>	<b>Source of Income:</b>	
	<b>Birthdate:</b>	<b>Gross Monthly Income:</b> \$	
<b>Identification:</b> Please create a PDF/JPG of ONE of the following for this Adult: Social Security card, birth certificate, school ID, California ID, California driver's license, passport, or international picture ID. <b>Income verification:</b> Please create a PDF/JPG of one or more of the following for this Adult: current paycheck stubs of everyone in your household who earns money, FREE School Lunch Program eligibility letter, Public Assistance printout (i.e. CalWorks or SA), and/or UI, SSDI, or SSI (need award letter; BIC card alone is not acceptable).			
<b>2<sup>nd</sup> Adult First &amp; Last Name:</b>	<b>Relation to HOH:</b> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>	<b>ID Type &amp; #:</b>	<b>Gift Idea 1:</b>  ----- <b>Gift Idea 2:</b>
	<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Decline to State <input type="checkbox"/>	<b>Source of Income:</b>	
	<b>Birthdate:</b>	<b>Gross Monthly Income:</b> \$	
<b>Identification:</b> Please create a PDF/JPG for this Adult; <b>Income verification:</b> Please create a PDF/JPG for this Adult			
<b>3<sup>rd</sup> Adult First &amp; Last Name:</b>	<b>Relation to HOH:</b> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>	<b>ID Type &amp; #:</b>	<b>Gift Idea 1:</b>  ----- <b>Gift Idea 2:</b>
	<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Decline to State <input type="checkbox"/>	<b>Source of Income:</b>	
	<b>Birthdate:</b>	<b>Gross Monthly Income:</b> \$	
<b>Identification:</b> Please create a PDF/JPG for this Adult; <b>Income verification:</b> Please create a PDF/JPG for this Adult			
<b>4<sup>th</sup> Adult First &amp; Last Name:</b>	<b>Relation to HOH:</b> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>	<b>ID Type &amp; #:</b>	<b>Gift Idea 1:</b>  ----- <b>Gift Idea 2:</b>
	<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Decline to State <input type="checkbox"/>	<b>Source of Income:</b>	
	<b>Birthdate:</b>	<b>Gross Monthly Income:</b> \$	
<b>Identification:</b> Please create a PDF/JPG for this Adult; <b>Income verification:</b> Please create a PDF/JPG for this Adult			

<b>HOUSEHOLD CHILDREN</b>		Your adopter will be asked to provide one-or-more gifts for each person <u>totaling</u> ~\$30. Please provide some gift ideas and be sure to include helpful information like size, color preference, etc. (e.g. "Men's polo-style long-sleeved shirt size Large in green or blue" or "Infinity Scarf in any color"). <i>*Many Adopters prefer to buy &amp; wrap gifts, so at most, only one of the lines should be a gift card.</i>	
<b># of Children (17 years old and younger): _____</b>			
<b>1<sup>st</sup> Child First &amp; Last Name:</b>	<b>Relation to HOH:</b> Child <input type="checkbox"/> Grandchild <input type="checkbox"/> Other <input type="checkbox"/>	<b>Gift Idea 1:</b>	<b>Gift Idea 2:</b>
	<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Decline to State <input type="checkbox"/>		
	<b>Birthdate:</b>		
<b>2<sup>nd</sup> Child First &amp; Last Name:</b>	<b>Relation to HOH:</b> Child <input type="checkbox"/> Grandchild <input type="checkbox"/> Other <input type="checkbox"/>	<b>Gift Idea 1:</b>	<b>Gift Idea 2:</b>
	<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Decline to State <input type="checkbox"/>		
	<b>Birthdate:</b>		
<b>3<sup>rd</sup> Child First &amp; Last Name:</b>	<b>Relation to HOH:</b> Child <input type="checkbox"/> Grandchild <input type="checkbox"/> Other <input type="checkbox"/>	<b>Gift Idea 1:</b>	<b>Gift Idea 2:</b>
	<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Decline to State <input type="checkbox"/>		
	<b>Birthdate:</b>		
<b>4<sup>th</sup> Child First &amp; Last Name:</b>	<b>Relation to HOH:</b> Child <input type="checkbox"/> Grandchild <input type="checkbox"/> Other <input type="checkbox"/>	<b>Gift Idea 1:</b>	<b>Gift Idea 2:</b>
	<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Decline to State <input type="checkbox"/>		
	<b>Birthdate:</b>		
<b>5<sup>th</sup> Child First &amp; Last Name:</b>	<b>Relation to HOH:</b> Child <input type="checkbox"/> Grandchild <input type="checkbox"/> Other <input type="checkbox"/>	<b>Gift Idea 1:</b>	<b>Gift Idea 2:</b>
	<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Decline to State <input type="checkbox"/>		
	<b>Birthdate:</b>		

**Statement of Accuracy (You will be asked to agree to and sign):**

I certify that the information submitted in this application is true and correct to the best of my knowledge. I further understand that any false statements or willful dishonesty may result in denial or revocation of qualification for the Holiday Program and other STEAC Services.