



Santee Santas Foundation

2020 Holiday Program

Information & Instructions

Applications for the 2020 Holiday Program will be accepted beginning October 15, 2020. Due to state and county COVID-19 restrictions, there will no in-person intake meetings scheduled.

PLEASE READ CAREFULLY – The 2020 process is different from previous years and we are unable to accept applications through the website or by email.

IMPORTANT NOTES

- Applicants must use the 2020 version of the application form
- Only one (1) application will be accepted per address
- Applications must be submitted according to the instructions below.
- Approved applicants will be required to pick up their food and toys on December 19, 2020. (We are unable to provide delivery this year.)

To be eligible for this program you must:

1. Meet the Income Levels listed on the Eligibility Verification Form.
2. Reside within the Santee School District boundaries.
3. Not be receiving holiday assistance from any other agency or program.

APPLICATIONS

Applications are available to download on the Santee Santas website at santeesantas.org under the **Assistance** tab. If you need an application emailed to you, please send your request to santeesantas@gmail.com. Applications may also be picked up at the dates/times listed below.

Open or download the application. The forms are “fillable” and may be completed by typing the information into the spaces on the form before printing. After completing the application, you **MUST** save and print the completed forms. Review your forms and sign all 3 places indicated by a large **X**. Applications must be submitted as a hard (paper) copy and **will not** be accepted either through the Santee Santas website or by email. (See Submitting Applications below.)

- The items in red are for Santee Santas validation and you may leave them blank.
- Be sure to include on page 2 the monthly gross income total for all adults living in the home.
- Please be sure that all required documentation is included with your application.
Applications without the required documentation may not be accepted.
- Be sure your email address and phone numbers are correct and easy to read. This is the information we will use to contact you if there are any questions, to notify you once you have been approved and to provide information about picking up your food & toys.

Applications may also be picked up at the following locations:

- School Office at all Santee Schools
- Santee Library
- Any of the pick-up/drop-off dates listed below:

REQUIRED DOCUMENTATION:

You must submit **photocopies** of ALL required documents with your application.

Photocopies will not be returned.

DO NOT SEND ORIGINAL DOCUMENTS! DOCUMENTS CANNOT BE RETURNED.

If the required documents are not included, your application may not be processed.

Please use the following checklist to make sure you have included everything required.

1. Identification for each person living in the home:

- Adults (each adult 18+ living in the home: You must submit a photocopy of a valid Government Issued Photo ID with your current address or a birth certificate and other photo ID.
- Children (for each child listed on the application):
 - School aged children: You must include a report card/progress report from child's school or attendance report from school office.
 - Under school age children (0-4 yrs. old) Include a photocopy of their birth certificate.

2. Proof of address – You must include a photocopy of your rental agreement or mortgage statement listing all persons living in the home. (A valid recent HUD statement with all family member's names listed is acceptable.)

3. Proof of income You must include photocopies verifying all income received by each adult living in the home. This includes earned wages, SSI, self-employment wages, Unemployment, Disability/workers compensation, Cal Works/Cal Fresh, foster care, child support, and/or alimony. This also includes PELL grants or other grants for college students.

Acceptable forms of proof would include photocopies of:

- a. Recent work paystubs (most recent either 1 month or last 2 weeks)
- b. Current CalWorks/CalFresh Notice of Action/Foster Care/AFDC paperwork
- c. Recent HUD statement
- d. Recent Unemployment/State Disability/Workers Compensation check stubs
- e. Bank statements showing the income deposited into your account
- f. Proof of other income sources (SSI, Child Support, Self-employment, etc)
- g. Statement for any Pell grant or other grant for college attendance

SUBMITTING APPLICATIONS

- Applications **MUST** be received on or before **November 30, 2020**.
- Applications may be submitted in one of the following ways:
 - US Mail (**Mail to: Santee Santas, PO Box 710033, Santee, CA 92072**)
 - In person drop off on at any of the pick-up/drop-off dates below:
- **Application Pick Up/Drop Off Dates (Parking lot areas)**

Thursday November 5, 2020	Pathways Community Church	2:30 to 4:30 p.m.
Saturday, November 7, 2020	Rio Seco School	10:00 a.m. - Noon
Saturday, November 14, 2020	Rio Seco School	10:00 a.m. - Noon
Tuesday, November 17, 2020	Sonrise Community Church	2:30 to 4:30 p.m.

Pathways Community Church is located at 9626 Carlton Hills Blvd, Santee, CA 92071

Rio Seco School is located at 9545 Cuyamaca St, Santee, CA 92071

Sonrise Community Church is located at 8805 N Magnolia Ave, Santee, CA 92071

If you have any questions or have submitted an application and have not received a response from us by December 5th please contact us at santeesantas@gmail.com or call 619-258-5947.