

OPERATION SANTA

C/O West Springfield Park & Recreation Department
26 Central Street – Suite 19
West Springfield, MA 01089
(413) 263-3284
parkandrec@tows.org

What is Operation Santa?

Operation Santa is a community program, sponsored by the West Springfield Park & Recreation Department and the Operation Santa Committee, in conjunction with the Parish Cupboard. This program distributes food vouchers, toys, or gift certificates to West Springfield families in need. The toys or gift certificates are available to children 15 years of age and younger in families where the holiday season might be less joyful without these gifts. Townspeople, along with businesses and community groups, are among those who contribute so that families in West Springfield might have a brighter holiday. Only persons currently residing in West Springfield through December 9, 2023 are eligible for this program.

Is My Family Eligible?

INCOME GUIDELINES 2023

HOUSEHOLD SIZE	GROSS ANNUAL INCOME
1	\$21,870
2	\$29,580
3	\$37,290
4	\$45,000
5	\$52,710
6	\$60,420
7	\$68,130
8	\$75,840

** ADD \$5,140 FOR EACH ADDITIONAL PERSON**

How Do I Apply?

If you feel that your family qualifies, please complete the application using one of the four methods listed below and return by November 3, 2023. If you need assistance, please contact us at (413) 263-3284.



1. **Email:** Email completed application and copies of required documents to parkandrec@tows.org



2. **Drop Box:** Use the White Drop Box on the median outside of the Municipal Office Building (Town Hall) to drop off your completed application and copies of required documents. Place in an envelope marked "Park & Recreation," and we will receive it.



3. **Mail In:** Fill out the application and return it with copies of required documents to the West Springfield Park & Recreation Dept., 26 Central Street – Suite 19, West Springfield, MA 01089.



4. **In Person:** Bring the completed application and required documents to the West Springfield Park & Recreation Dept., 26 Central Street – Suite 19, West Springfield, MA 01089, any time from 8:30AM to 4:00PM Monday – Friday.

What Happens Next?

After application submission, the Operation Santa Committee will contact you via email or phone to discuss your application and to later schedule a time for you to personally pick up food vouchers and/or toys December 14-15. If transportation is an issue, please let us know and other arrangements can be made.

OPERATION SANTA APPLICATION

PLEASE PRINT

Step 1: CONTACT INFORMATION: We need one adult in the household to be the contact person for your application. Please note that this should be someone who appears on the application, not a third party who wishes to serve as a contact for the applicants.

Contact Information:

First Name: _____ **Last Name:** _____ **Date of Birth:** _____

Email Address: _____

Home Address*: _____
Street Name and Number City State Zip Code

*Is this address a Motel/Hotel? Yes No If yes, name of Motel/Hotel: _____

Primary Phone Number: _____ **Other Phone Number:** _____

Do you have transportation to come pick up gifts? Yes No

What is your preferred language, if not English? Spoken: _____ **Written:** _____

Step 2: HOUSEHOLD INFORMATION: Tell us about your household. **Include yourself & all that reside in your home 100% of the time.**

#	First & Last Name	Gender	Date of Birth	Age	Relationship to Applicant	Employed? Yes/No
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Are there unique circumstances regarding your need for assistance? If so, please explain:

Step 3: HOUSEHOLD INCOME: List below all current household income sources and amounts before deductions. The amounts listed should reflect what is brought in per month. At the bottom, provide the household's total yearly gross income.

<u>Source of Income</u>	<u>Self</u> (per month)	<u>Spouse/Partner</u> (per month)	<u>All Other Contributing Household Members</u> (per month)
Earnings from Employment	\$	\$	\$
Alimony	\$	\$	\$
Child Support	\$	\$	\$
DTA Transitional Stipends	\$	\$	\$
Food Stamps (SNAP Benefits)	\$	\$	\$
Social Security/Disability	\$	\$	\$
Unemployment Benefits	\$	\$	\$
Veteran's Benefits (Retirement/Disability)	\$	\$	\$
Worker's Compensation	\$	\$	\$
Total:	\$	\$	\$
Yearly Gross Income:	\$		

Step 4: DOCUMENTATION & CERTIFICATION:

DOCUMENT CHECKLIST: you must provide all applicable documentation.

- PHOTO I.D. or PIECE OF MAIL (within the last 30 days) WITH A CURRENT WEST SPRINGFIELD ADDRESS
- BIRTH CERTIFICATES OR PASSPORTS for any child 15 and under
- **PROOF OF INCOME:**
 - COPIES OF ASSISTANCE (Example: SNAP Benefits summary)
 - MOST RECENT PAY STUBS
 - MOST RECENT TAX RETURNS

CERTIFICATION:

I understand that the information given on this application will only be used for the **2023 Operation Santa Program** in confidentiality. I certify that all information on this application is true and that all income is reported. I understand that the Operation Santa Committee may verify the information. I understand that if I purposely give false information, my family may be denied assistance, and I may be prosecuted.

Signature by Adult Household Member

Date