



## Christmas Application Dates

<b>Monday October 15<sup>th</sup></b> 10 AM – 2 PM Location: APL Shelter	<b>Tuesday, October 16<sup>th</sup></b> 10 AM – 2 PM Location: APL Shelter 4PM – 6PM APL Office	<b>Wednesday, October 17<sup>th</sup></b> 2:00 PM – 5:00 PM Location: APL Office
<b>Friday, October 19<sup>th</sup></b> 10: AM – 2PM Location: APL Shelter	<b>Saturday, Oct 20<sup>th</sup></b> 9-12 Location: APL Shelter	
<b>Monday October 29<sup>th</sup></b> 10 AM – 2 PM Location: APL Shelter	<b>Tuesday, October 30<sup>th</sup></b> 10 AM – 2 PM Location: APL Shelter 4PM- 6PM APL Office	<b>Thursday, Nov 1<sup>st</sup></b> 10 AM – 2 PM Location: APL Shelter
<b>Friday Nov 2<sup>nd</sup></b> 10: AM – 2PM Location: APL Shelter	<b>Saturday, Nov 3<sup>rd</sup></b> 9-12 Location: APL Shelter	

APL Office= 27 Degrange St. Frederick, MD 21701 Right Side of Campus  
APL Shelter = 27 Degrange St. Frederick, MD 21701 Left side of campus  
Phone: 301-631-2670 ext. 125  
Contact Person: Sheila Simms  
For more information please call The Religious Coalition

**Client must have all required documentation (see Page 2) in order to apply.  
If the Client does not have all required documentation at the time of  
application, then the application WILL NOT be completed.**

**Incomplete/Partial Applications will not be accepted. No Exceptions.  
Client must provide proof of Picture ID or Birth Certificate, proof of Frederick  
County Residency and proof of all expenses and bills for the entire household.**



# Christmas Application Dates

**Will also accept Medical Card with Date of Birth for CHILDREN only. For a complete list of acceptable documents, please see Page 2.**

<b>Please bring the following information for:</b>	<b>Proof of all Expenses/Bills</b>
<b>Adults in household: (18 and Up)</b>	<b>Please read the following information below</b>
<b>*Picture ID or Birth Certificate</b>	<b>bring all documents that applies to your household</b>
<b>*Proof of Residency in Frederick County</b>	
<b>Proof of All Income</b>	<ul style="list-style-type: none"><li>• <b>Car Insurance</b></li></ul>
Please read the following information below	You will need to bring your monthly statement or bank statement with carrier's name and amount paid each month.
Bring all documents that applies to your household.	<ul style="list-style-type: none"><li>• <b>Car Payment</b></li></ul>
<ul style="list-style-type: none"><li>• Recent Pay Stubs:</li></ul>	You will need to bring your monthly statement or bank statement with carrier's name and amount paid each month.
<b>Pay Periods:</b>	<ul style="list-style-type: none"><li>• <b>Credit Cards/Loans</b></li></ul>
Weekly will need four pay stubs	You will need to bring your monthly statement or bank statement with carrier's name and amount paid each month.
Bi-weekly will need two to three stubs, depends on month.	<ul style="list-style-type: none"><li>• <b>Child Care:</b></li></ul>
Bi-monthly will need two pay stubs	You will need to bring your contract from child care provider or a bank statement with name of child care provider, and the amount paid. If you receive purchase of care vouchers we will need to see the summary of benefits.
<ul style="list-style-type: none"><li>• <b>Social Security Disability, SSI, Pension:</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Other Expenses</b></li></ul>
Will need Award Letter with the amount of benefits	If you pay other expenses each month and they are not listed on this flyer please bring your statement or a bank statement with name and the amount paid each month. If you live with a family member, and you pay them rent you will need to have a letter from family member with the amount that you pay each month. The letter needs to state if utilities, and cable are included in rent. If the utilities and cable are not included you will need to bring the statement in and the amount that each household pays.
Bank Statement with deposit information	
<ul style="list-style-type: none"><li>• <b>TCA, Child Support, Food Stamps</b></li></ul>	<b>PLEASE KEEP IN MIND IF YOU DO NOT HAVE THE REQUIRED PAPERWORK YOUR APPLICATION CANNOT BE TAKEN! PLEASE BRING IN ALL NECESSARY DOCUMENTS. THE RELIGIOUS COALITON IS NOT ABLE TO PRINT OUT OR VERIFY ANY INCOME OR EXPENSES. OUR PROGRAM IS BASED ON INCOME VS. EXPENSES SO THAT WE MAKE SURE THAT WE ARE ASSISTING THOSE IN NEED.</b>
Will need a recent print out of summary of benefits from DSS	
<ul style="list-style-type: none"><li>• <b>Unemployment</b></li></ul>	<b>PLEASE BRING THE FOLLOWING INFORMATION FOR ALL CHILDREN IN HOUSEHOLD</b>
Will need Award letter from unemployment stating your benefits weekly or bi-weekly, and the amount.	<ul style="list-style-type: none"><li>• Birth Certificate or Medical Card with Date of Birth</li></ul>
<ul style="list-style-type: none"><li>• <b>Utility Assistance Check:</b></li></ul>	<ul style="list-style-type: none"><li>• Clothing and shoe size for children (birth through 12)</li></ul>
You will need the chek stub or statement from Housing Authority stating the amount you receive monthly	
<ul style="list-style-type: none"><li>• <b>Other Income Source</b></li></ul>	
If your income is not documented you will need the company to write a letter on company letter head stating your weekly or bi-weekly income. We will need to have a contact person at your place of employment if any questions should arise.	
<ul style="list-style-type: none"><li>• <b>Proof of all expenses/bills</b></li></ul>	
Please read the following information below	
Bring all documents that applies to your household.	
<ul style="list-style-type: none"><li>• <b>Rent/Mortgage:</b></li></ul>	
Rent/Mortgage- We will need to see a lease or statement of the amount of rent/mortgage per month. You can use a bank statement for proof of rental/mortgage payment. If you receive Section 8 Voucher and your rent is either zero or discounted we will need to see a statement of benefits from The Housing Authority or your rental office. If your apartment or home has no leases we can use two things; a letter from landlord or bank statement and a receipt from landlord.	
<ul style="list-style-type: none"><li>• <b>Utilities: (Gas, Electric, K-9, Propane,Oil, and Water)</b></li></ul>	
You will need to bring in your monthly statement from your utility company or your bank statement showing the service carrier and the amount	
<ul style="list-style-type: none"><li>• <b>Cable, Phone, Internet:</b></li></ul>	
You will need to bring in your monthly statement from your carrier or a bank statement showing the service carrier and the amount.	