



Helping people. Improving lives.

CHRISTMAS FOOD APPLICATION INSTRUCTIONS

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This application is for **food only** and will be provided by Mountain Mission, Inc. If you need toys, please call the Christmas Bureau at 304-414-4405 to find out how to apply.

- Your application must be complete and correct.
- **Social Security numbers are REQUIRED** in order to enter application into the Christmas database system. **Applications received without this information will be denied!**
- List everyone who lives with you full-time, not occasionally.
- Application must be received by December 1st at 5:00 p.m.

IF YOU RECEIVE FOOD STAMPS OR A MEDICAL CARD

- Complete the front of the application and sign the back of the form.
- If you receive food stamps: attach a copy of the food stamp verification letter showing the amount of SNAP benefits you receive including the names of those included in the food stamp case.
- If you receive a medical card: attach a copy of the card(s) for each person with this application.

IF YOU DO NOT RECEIVE FOOD STAMPS OR MEDICAL CARD

- Complete **both** sides of the application and sign.
- Submit proof of income for at least the last 30 days (pay stubs, employee generated payroll report from employer, etc.).

****Mountain Mission WILL NOT call or mail back applications if there is missing information. You will be denied. It is your responsibility to make sure all required information is submitted with your application. ****

Complete only ONE application. All applications are entered into the Christmas Bureau database. Applications submitted at more than one agency will NOT be accepted and may cause your family to be denied by everyone.

Please mail or drop off your application to:

Mountain Mission, Inc.
1620 7th Avenue
Charleston, WV 25387