

How to apply for Sub for Santa:

Step 1) HOW TO KNOW IF YOUR FAMILY QUALIFIES?

- **Age of kids:** children must be between 18 months and 18 years of age. In order to be considered for Sub for Santa, a family must have at least one child between these ages. Babies qualify if they have older siblings.
- **Income:** Your income, expenses, individual disability and other unusual circumstances are used to determine if you qualify.
- **Location:** You must live in Utah County!
- **Number of years you've applied to our program:** Sub for Santa is a temporary Christmas assistance program. We understand that circumstances aren't always straightforward, so if you feel like you really need the help, please apply and we'll take a look.

Step 2) ATTEND AN OPEN HOUSE. You MUST show up in person to apply.

OPEN HOUSE SCHEDULE is posted on the parish website www.oremstfrancis.org. Or, Call 801-356-6200 or text 385-236-3343 to find out workshop days, times and locations.

To make things easier at the open house, you can begin the application process beforehand (<http://applicants.subforsanta.org/applicants.php>)

If you apply online, you will still need to attend an open house to verify all your information.

Step 3) THINGS YOU MUST BRING TO THE OPEN HOUSE:

- Picture ID of yourself (e.g. a driver's license)
- ID for all the children you're applying for: original or certified copies of birth certificates, baptismal papers, or school ID. Whatever you bring must show date of birth, age or school grade for that child.
- Income verification for the last 30 days: your last two current pay stubs, a letter from your employer stating your monthly income, Medicaid statements, housing support, letter explaining help from your church, etc.
- Proof of your current address: a bill, lease agreement, etc.
- Info about your kids! We'll want to know things like clothing size, shoe size, what kind of books they like to read, what they need most.

If you still have questions call 801-356-6200 or text 385-236-3343.