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## MOREAU COMMUNITY CENTER

*making community connections*

144 Main Street, South Glens Falls, NY 12803

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[www.moreaucommunitycenter.org](http://www.moreaucommunitycenter.org)

Date: October 1, 2017  
From: Rosemary White/ Resource Manager  
Re: Holiday Caring Program 2017

The holiday season is just around the corner and we want to take this time to reach out to those of you who used the Moreau Community Center Holiday Caring Program last year. If you are in need of assistance this year, please read the procedure below and stop at the Moreau Community Center between the hours of 9AM-3PM, Monday through Friday or you can contact me at (518-792-6007 ext. 12) to **set up your appointment for interview.**

### Holiday Caring Application Procedure

**Applications for both programs are due no later than November 3<sup>rd</sup>. If you are applying for Christmas only, the deadline is December 1<sup>st</sup>.**

All applications are to be delivered directly to the Moreau Community Center by **applicants only**. Applications must be presented with proper **photo identification, proof of residency for all household members 18+, and proof of income. We are accepting applications for children 14 and under**. If you are of family of separation or divorce, **some form of custody** must be provided. Each applicant will have a short interview with me.

Proof of income can be: Paystubs, unemployment statement, S.S. statement.

Proper photo ID can be: Driver's license or benefit card.

Proof of residency: mail no older than **30 days** or rent receipt for current month

Proof of custody: copy of custody papers, if you use Food Stamps, letter with children's names listed will be accepted, or school records

Our purpose is to serve those that need assistance. However, **we must follow the procedure to be fair to everyone**

*The mission of the Moreau Community Center is to meet the multi-generational needs of the community in a compassionate and inclusive environment.*