



2021 Christmas Bureau Sign-Up Shawnee County ONLY



Everyone living at the same address must register on the same application.

For everyone's health, masks and social distancing will be required at the intake site.

One adult can register the entire household.

Registering adult **MUST BRING** his/her **Photo I.D., Proof of Income for the ENTIRE household**, and **everyone's Social Security cards** (copies or document with SSN number listed are also accepted).

Christmas Bureau Intake Dates	Echo Ridge Community Center 2021 SE Market St. Use Topeka Metro Route 4	CRC Care Center/ Lundgren Elementary 1020 NE Forest Ave. Use Topeka Metro Route 1 (3-block walk)	Salvation Army 1320 SE 6 th Use Topeka Metro Route 4
Tuesday, October 26	10:00 am – 7:00 pm	10:00 am – 7:00 pm	10:00 am – 7:00 pm
Thursday, October 28	10:00 am – 7:00 pm	10:00 am – 7:00 pm	10:00 am – 7:00 pm
Wednesday, November 3	10:00 am – 7:00 pm	10:00 am – 7:00 pm	10:00 am – 7:00 pm
Friday, November 5	10:00 am – 7:00 pm	10:00 am – 7:00 pm	10:00 am – 7:00 pm
Saturday, November 6 LAST DAY		10:00 am – 2:00 pm	

Documentation for Proof of Income: Any State assistance or money received for food, rent, etc. is considered income. Bring copies that apply to your household.

VISION cards are not proof, you **MUST** show the award letter from the State.

APPLICATIONS WILL NOT BE PROCESSED WITHOUT ALL REQUIRED DOCUMENTATION. You will be given your application back and asked to return when you have proper information.

Employment check stub for past 30 days	SSI, SSC, SSDI or SRS Award Letter—Vision card is not proof of income without the letter	Veterans Benefit Documentation	Unemployment Direct Deposit verification letter	Child Support documentation	Bank Statements showing Income Direct Deposits	Medical or Healthwave card for children in household	Certificate Degree of Indian Blood (CDIB)
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To qualify, all income for people living in the house must be accounted for no exceptions.

Qualification Guidelines (150% of 2021 Federal Poverty Level Guidelines)

Number of People in Household	1	2	3	4	5	6	7	8	For Each Additional Member add:
Annual Income (\$)	19,320	26,130	32,940	39,750	46,560	53,370	60,180	66,990	4,540
Monthly Income (\$)	1,610	2,178	2,745	3,313	3,880	4,448	5,015	5,583	567
Bi-weekly Income (\$)	743	1,005	1,267	1,528	1,791	2,053	2,315	2,576	N/A
Weekly Income (\$)	372	502	633	764	895	1,026	1,157	1,228	N/A

Call 2-1-1 toll free anytime for more information or email: cb@unitedwaytopeka.org