



2022 Christmas Bureau Sign-Up Shawnee County ONLY



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

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 There is only one location this year	Echo Ridge Community Center 2021 SE Market St. Use Topeka Metro Route 4
Wednesday, October 26	10:00 am – 7:00 pm
Tuesday, November 1	10:00 am – 7:00 pm
Thursday, November 3	10:00 am – 7:00 pm
Saturday, November 5 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 (200% of 2022 Federal Poverty Level Guidelines)

Number of People in Household	1	2	3	4	5	6	7	8	For Each Additional Member add:
Annual Income (\$)	27,180	36,620	46,060	55,500	64,940	74,380	83,820	93,260	4,720
Monthly Income (\$)	2,265	3,052	3,838	4,625	5,412	6,198	6,985	7,772	393.33
Bi-weekly Income (\$)	1,045	1,408	1,772	2,135	2,690	2,861	3,224	3,587	N/A
Weekly Income (\$)	523	704	886	1,067	1,249	1,430	1,612	1,793	N/A

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