

## Very Important Instruction – PLEASE READ ALL OF THE INSTRUCTIONS BEFORE STARTING YOUR APPLICATION

If you are ready to apply for Angel Tree Christmas assistance, please have your documents uploaded on your computer or on your phone in these allowable file types: .jpeg, .jpg, png, csv (excel), doc and docx (word document) and pdf. You can upload documents from scanned copies or take photos.

Because we are taking applications **only on-line**, we will need the necessary information to determine your qualification for participation in the Angel Tree program and specific information on each angel you apply for. If applicants do not have internet service, make arraignment with a friend, family member outside your household, or your pastor. The Salvation Army Austin will not be available to assist or conduct with phone or person to person applications.

When applying for Angel Tree Christmas assistance –

- You must have a valid email address to receive notifications, including your distribution pick up time.
- Fill out Applicant Information – this is for the parent or legal guardian applying for children between 0-12 years old. We will only be taking any applications for children born by October 31, 2020, which is the last day of registration.
- Fill out the next section indicating Household Members who are not Qualified Angels. These are family members 13 and older
- Please indicate your monthly income. You will be required to provide documentation to verify this income. **If any of these do not apply, you must put 0 (zero) in the block or you cannot move forward on the application.** This will include:
  - Employment/Earned Income for the applicant and spouse
  - TANF
  - SNAP
  - SSI
  - SSDI
  - Social Security
  - Child Support
  - Unemployment Benefits
  - Government Benefits
  - Other Income
  - Food Stamps

Angel information. We will need the following information:

- Name
- Gender
- Birthdate
- Need – what the child needs (boots/sweater/blankets, etc.)
- Wish – what the child is wishing for this year. You must be exact in your description and the input will only allow 14 characters so the list will be short. **No Electronic Devices, video games or Bikes**
- (Optional) Favorite/Genre – What the child is interested in (Batman/Barbie, etc.)
- Clothing type – there is a drop down to show different levels of ages. Please consider giving us the anticipated sizes of your child at Christmas time.
- (Optional) Height in inches

- (Optional) Weight in pounds
- Shoe size
- Coat size
- Pants Width and Length
- Shirt size
- T-shirt size
- Underwear size
- Dress size
- Skirt size
- Bra size

If some of these do not apply to a child, please mark the box 0 or you will not be able to move on with the application.

The next page will show that you successfully added the Angel with an option to edit. If you are adding more Angels, click yes and it will take you to another Angel information page. If you click no, you will move to the next page.

The next page will have the disclaimer and consent regarding your participation with our Angel Tree Program and will require your signature indicating that your information is correct.

The last page will be the document up-load page. If your documents are not ready, stop and close the browser. You will receive an email with a link to resume the application once you have your documents ready. Please have your documents uploaded on your computer or phone in one of these file types: .jpeg, .jpg, png, csv (Excel), doc and docx (Word document) and pdf. You can upload documents from scanned copies or take photos. **You will have seven (7) days to complete your application before it expires.** Upon expiration, you must start over.

Documents Required:

#### **Applicants-**

Identification: Adult/Parent Driver's license, ID card, passport, or Mexican Consulate ID

Proof of Residency: Lease, mortgage paperwork, electric bill, water bill, cable bill, etc. The document must show you live at the same address as on your application.

#### **Angels-**

Upload one of the following documents for every child:

Birth Certificate **or** Medicaid Card (if Birth Certificate is unavailable **or** (Medicaid Approval Letter, Legal Guardianship if Birth Certificate is unavailable)

After the application and documents have been submitted, we will review the application and inform you of your approval via email and provide a distribution date in mid-December. You must have a distribution day and time to pick up the items. Please arrive on the day and time of your appointment, or you will not receive the items.

To apply for Christmas assistance: <https://saangeltree.org/>