



# PUTNAM FAMILY RESOURCE CENTER PUTNAM SCHOOL READINESS PROGRAM

Putnam Public Schools 33 Wicker Street Putnam, CT 06260  
Phone (860) 963-6940 Fax (860) 963-5357

November 2017

Dear Putnam Family,

The Putnam Public School System is coordinating the Annual Holiday Giving Campaign for Putnam families. The purpose of the program is to provide *supplemental* assistance for families during the Holidays. This program is open to families with children **RESIDING** in Putnam. Pick up a form in any school office or access the form on our district website [www.putnam.k12.ct.us](http://www.putnam.k12.ct.us).

If you would like to request assistance during the Holiday season, please complete the Family Form with your child/children's information. Income verification will be required when filling out the application. Please include the income of all family members in the household for verification.

*Also any family with children that are NOT enrolled in our public schools must submit a birth certificate for each child and proof of Putnam residency. Children must reside with PUTNAM parent/guardian submitting paperwork.*

Completed forms **MUST** be returned to any Putnam school office **by Friday, November 17<sup>th</sup>**.

*Families will be assigned gifts and/or a pick up time on a first come – first served basis.*

Please call us at 860-963-6940 if you have any questions.

Sincerely,

**Patricia Bryant**  
**Putnam Family Resource Center**

Family # \_\_\_\_\_

**Putnam Family Resource Center  
Holiday Giving Campaign  
Family Form  
2017**

Please submit only one Family Form to the FRC (located at the Putnam Elementary School, 33 Wicker Street, Putnam - 963-6940), on which you include all children in your family, birth to age 18 who are still enrolled in school.

**Applications must be received by Friday, November 17 to participate in this program**

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers – Home / Cell: \_\_\_\_\_ / \_\_\_\_\_

Parent/Guardian E-Mail: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

A. Child's Name: \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_

B. Child's Name: \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_

C. Child's Name: \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_

D. Child's Name: \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_

E. Child's Name: \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_

F. Child's Name: \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_

**PES, PMS & PHS Families - would you prefer an AM or PM pick up time? (Please circle one)**

**You will be contacted confirming a specific pick-up time and location.**

**All families must provide income verification information.** Please select # of the following three options for family income verification.

1. Indicate if your family is eligible to receive free or reduced lunch through the public school system. (Free/Reduced Lunch - \_\_\_\_ Yes \_\_\_\_ No) ... *or*
2. Record your DSS/TANF Family ID Number. (# \_\_\_\_\_) ... *or*
3. Provide income verification for all family members living in household (2 recent pay stubs, employer letter with wages and hours indicated, or if self-employed, a notarized letter or income tax return).
4. Residency proof/birth certificate for children not enrolled in Putnam Public Schools.

**Documentation must be submitted with family form**

***Information on families participating in this program may be shared with other organizations to eliminate duplication with other Holiday campaigns.***

