



**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

October 2019

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.

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 15th**.

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

PES, PMS & PHS Families - Preferred pick up time on

December 18 ___AM or ___PM

OR

December 19 _____AM

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

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
2019**

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 15 to participate in this program

Parent/Guardian Name: _____

Date: _____

Preferred Pick Up Time: 12/18 ____AM ____PM **or 12/19** ____AM

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 _____

All families must provide income verification information. Please submit your 2018 federal tax return or select two of the following options for family income verification.

1. Record your DSS/TANF Family ID Number. (# _____)
2. **FOR HIGH SCHOOL USE ONLY** Indicate if your family is eligible to receive free or reduced lunch through the public school system. (Free/Reduced Lunch - _____ Yes _____ No)



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)
4. Indicate if your family is eligible based on the federal income guidelines – circle your family size (on the left) and circle your family’s gross income

2019 INCOME GUIDELINES	
Family Size members	Income level for all household
1	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430

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.

PMS/PHS STUDENTS ONLY

(maximum amount: \$75.00/student)

FOR OFFICE USE ONLY

Family #: _____

Child ID: _____

This form must be returned to your child's school by **November 15th** in order to receive gifts through the Holiday Giving Campaign.

Fill out one form for each middle and high school child.

Child's Name: _____ Age: _____

MALE/FEMALE

please circle

PMS/PHS

please circle

CHILD'S WISH LIST (maximum amount: \$75/student)

Please list some items on your child's wish list in order of priority.

Examples: sports equipment, games, art supplies, books, jewelry, makeup, CD's, DVD/Blue Ray movies (PG13 and below), video games (Rated E ONLY), iTunes/Google Play gift cards in the amount of \$10 will be the only gift cards purchased. No other gift cards will be purchased.

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Favorite Color: _____ Least Favorite Color: _____

SHIRTS

Size: _____

Please specify adult, junior, or child size

Style: _____

Examples: tshirt, sweatshirt - hoodie/zippered, blouse, button-up shirt, plain/print, etc...

PANTS

Size: _____

Please specify adult, junior, or child size

Style: _____

Examples: jeans (skinny, bootcut), sweatpants, yoga pants, leggings, warm up pants, dress pants, etc...

OTHER

Examples: socks, hats, gloves, mittens, bedding (sheets, etc...)

Other 1: _____

Other 2: _____

Other 3: _____

