

Cass and St. Joseph County
Department of Health & Human Services

HOLIDAY PROJECT INSTRUCTIONS

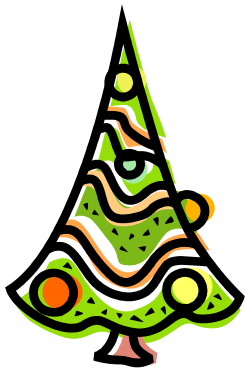


Every year around the holidays, the Department of Health & Human Services receives calls from local churches and clubs who want the names of people who need extra help for the holidays. The help they provide is usually food and gifts for children.

If you would like to be on the list to be considered for this project, please fill out the enclosed form and return it to the Dept. of Health & Human Services. The Holiday Project is completely voluntary, but we must have your signature on an application before we can give your name to any community group. Also, make sure you provide complete contact information including address and phone. Incomplete addresses will disqualify your application.

Please read the important notes below as they will help you understand what happens after you turn in your application. If you have questions, you may call Volunteer Services at (269) 467-1223. If you prefer you can also send an email to ReedJ4@michigan.gov.

* * * **IMPORTANT NOTES** * * *



1. Please **list everyone** who lives with you even if they don't receive help from DHHS. **Do not list children or grandchildren who don't live with you.** Use the back of the form if needed.
2. **Send only one form** from your household. If more than one person received a form, toss the extras or give them to someone else who needs help. If the form was addressed to a child in the home it should be filled out for the whole household by an adult. Forms should be returned no later than **November 4, 2021. Sooner is better. Donors start asking for names as early as August.**
3. **If you move** or if the people living in your home changes, please email us with the new information. If you don't have email, call myself or your caseworker. Do not assume that your caseworker will give us the new information. They have no way of knowing if you are on the Holiday Project list.
4. **We cannot guarantee** that you will receive help or that what you get will be what you asked for. All of the help provided through the Holiday Project is donated by people in the community. We try to find donors to help everyone on the list but some towns just don't have donors to help everyone. **Please develop a backup plan.**
5. Please **do not call** to ask when you will be getting or if you'll be receiving any gifts. Once we give your name to a donor all further arrangements are up to them. **Again, you should always have a backup plan.**
6. Please **send a thank you note** to the people who help you. If they don't tell you who they are, ask them or call DHHS and we can help.

