



Citrus Heights Police Department
 6315 Fountain Square Drive
 Citrus Heights, CA 95621
 Phone: (916) 727 - 5500



Referral Application

Application Instructions

This application is for you to refer a family for the Citrus Heights Holiday Referral Program. The family that you are referring ***must be informed*** that you are doing so. In order to refer a family, you must have firsthand knowledge of their circumstances. Applicants will be screened based on the details that describe a recent hardship or distressed situation that has occurred over the last year. Please make sure to complete this form as accurately as possible. To be eligible for this program, a family must meet the following criteria:

- reside in the City of Citrus Heights
- have at least one child under the age of 13
- have actual and specific need
- have had a recent hardship or distressed event over the last year

Applications must be received no later than **Friday, November 20, 2015 by 5:00 p.m.** and may be emailed to holidayreferral@citrusheights.net, faxed to (916) 727-5965, or mailed/dropped off to:

Citrus Heights Police Department
 Attn: Holiday Referral Program Coordinator
 6315 Fountain Square Drive
 Citrus Heights, CA 95621

Referring Party Information

Your name:	Contact number(s):
Occupation:	Name of employer/company:
Relationship to the family:	How long have you known the family?
Have you referred this family for other resources this year?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list those resources:	

Referred Family Information Attach additional sheets if necessary

Adult name	Relationship to children	Date of Birth	Age	Gender	
Child #1 name	Age	Gender	Child #2 name	Age	Gender
Child #3 name	Age	Gender	Child #4 name	Age	Gender



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Address:	City and zip code:
Contact number(s):	Primary language(s) used in household:

Please provide a detailed description of why you believe this family is eligible for the program. Note: You must have personal knowledge of the family's distressed situation or recent hardship in the last year. In general, we may not consider a family merely because they are in a food program or of low income; it is important to provide specific details that will assist us in our selection process.

POLICE USE ONLY: Notes

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Interview date: _____ Interview time: _____ Interviewers: _____ Approved Denied
 RIMS check Hit Clear Initials: _____ P/U time: _____ Delivery Extra



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