



# ADOPT-A-FAMILY

## Holiday Program

The Adopt-A-Family program assists Chino Hills families experiencing financial hardships or circumstances that may prevent them from providing food, clothing, and gifts for their families during the holiday season.

Applicants must be current Chino Hills residents and provide the requested information outlined below. Families who have been adopted for two consecutive years may not be placed in the top priority category. Acceptance is not based solely on income as special circumstances will be considered.

### Application Process

Each family must complete their application and submit the required paperwork. City staff will review the applications and select the families that qualify. Families will be notified by email about the status of their application.

- **How:** Fill out an application including all required documents listed below, and submit to the Recreation Office at City Hall, 14000 City Center Drive.
- **When:** Deadline to apply is Tuesday, November 10, 2025.

### Required Documents

- Adopt-A-Family application and Wish List.
- Proof of Chino Hills residency.
- Most current tax return/birth certificates for each dependent.
- One of the following:
  - One-month paystubs.
  - Proof of any Public Assistance Programs you receive such as SSI, Medi-Cal, CalFresh, CalWorks, etc. (if applicable).

### Important Notes

Wish lists provided by qualified families will be used as a guideline for donors. Donors will be asked to prioritize the listed needs of children under the age of 18, followed by any wish list requests. Additional gifts for adult family members, such as parents or adult children 18 years and older, are optional and not guaranteed. Donors are asked to provide 4-6 items per child. Please do not request large items such as game consoles or large electronics.

Personal information included in the application will not be provided to donors.

**For questions regarding the Adopt-A-Family program, please contact the Program Coordinator at [jpatino@chinohills.org](mailto:jpatino@chinohills.org) or (909) 364-2700.**



# ADOPT-A-FAMILY

## Holiday Program

### Application 2025

Office Use Only

DATE RCV: \_\_\_\_\_

STAFF NAME: \_\_\_\_\_

Complete **ALL** the following information and **attach copies of ALL** required documents. Incomplete submittals will **NOT** be processed.

#### APPLICANT & FAMILY INFORMATION (please print neatly or type)

Family Last Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

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

- ☐ Proof of Residency: Attach a copy of a utility bill (water, electricity, gas), valid state issued ID, OR rental agreement  
☐ Copy of ID

Best Contact: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alt. Contact: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Have you participated in the Adopt-A-Family program in the past (circle one)? **YES** **NO** If yes, when? \_\_\_\_\_

Please give a brief statement of why your family should be considered for the program:

#### INCOME INFORMATION

Household Size (number in household): Adults: \_\_\_\_\_ Children (under 18): \_\_\_\_\_

Please mark and submit copies of all that apply:

- ☐ **Most current tax return**  
☐ **Dependents birth certificates**  
☐ **One of the following:**  
☐ **One month pay stubs**  
☐ **SSI (supplemental security income) statement**  
☐ **Public assistance program verification**, (Medi-Cal – current Notice of Action Letter; CalWorks – current Notice of Action letter, CalFresh – current Notice of Action letter)

**Submit completed application to the  
City Hall Recreation Office, 14000 City Center Drive.  
DEADLINE: NOVEMBER 10, 2025**

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## FREQUENTLY ASKED QUESTIONS

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1. **Who is eligible?**

Any **City of Chino Hills family in need**. Eligibility is based upon a combination of your family size, household annual gross income, and current family situation. Families are defined as parent(s) / guardian(s) and dependents all living at the same address. We ask for income documentation to determine if the family meets Housing and Urban Development (HUD) federal income limits. Acceptance into the program is not based solely on income as special circumstances will be considered.

2. **Can I apply for the program for my grandchild, niece, nephew, or other relative?**

To apply for this program, you must be the parent or legal guardian of the child(ren) participating.

3. **What additional information is required to submit an application?**

The completed application with proof of income and residency along with the completed wish list for the family. All information on the application must be completed. If a question does not apply, please write "not applicable" or N/A.

4. **How will I know if I am accepted?**

You will be notified no later than the week of November 17 via email. An email will be sent to the email address listed on the application notifying you whether or not you have been accepted into the program.

5. **I was an Adopt-A-Family participant last year, am I eligible to re-apply?**

Yes, you may apply every year. New applicants, or applicants who have never been accepted into the program are granted priority.

6. **What if I haven't done this year's current tax return?**

The previous year's tax return may be used.



# ADOPT-A-FAMILY Wish List

Family Last Name: \_\_\_\_\_

This Wish List will be used as a guideline for donors. Donors are asked to prioritize the listed needs of children under the age of 18, followed by any wish list requests. Please fill out the information below for each person in the household, starting with children under 18 years old. List items that they need, such as clothing or school supplies, then list a few special wish list items. Please note additional gifts for adult family members, such as parents or adult children 18 years and older, are optional and not guaranteed. Donors are asked to provide 4-6 items per child. Please do not request large items such as game consoles or large electronics. **Submit this form with your application.**

Number of Adults in Household: \_\_\_\_\_ Number of Children (under 18 years) in Household: \_\_\_\_\_

Family's Favorite Grocery Store: \_\_\_\_\_

Family Wish List (something the whole family needs and/or can use):

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ ☐ MALE ☐ FEMALE

**CLOTHING SIZES (please indicate if youth or adult sizes)**

Shirt Size: \_\_\_\_\_ Pant Size: \_\_\_\_\_ Shoe Size: \_\_\_\_\_ Coat Size: \_\_\_\_\_

**FAVORITES**

Favorite Color(s): \_\_\_\_\_ Favorite Store/Brand: \_\_\_\_\_

Favorite Food/ Restaurant: \_\_\_\_\_ Favorite Sports Team/Band: \_\_\_\_\_

List any other favorites: \_\_\_\_\_

**WISH LIST ITEMS:**



# ADOPT-A-FAMILY

## Wish List

Family Last Name: \_\_\_\_\_

NAME: \_\_\_\_\_

AGE: \_\_\_\_\_

☐ MALE

☐ FEMALE

**CLOTHING SIZES** (please indicate if youth or adult sizes)

Shirt Size: \_\_\_\_\_

Pant Size: \_\_\_\_\_

Shoe Size: \_\_\_\_\_

Coat Size: \_\_\_\_\_

**FAVORITES**

Favorite Color(s): \_\_\_\_\_ Favorite Store/Brand: \_\_\_\_\_

Favorite Food/ Restaurant: \_\_\_\_\_ Favorite Sports Team/Band: \_\_\_\_\_

List any other favorites: \_\_\_\_\_

**WISH LIST ITEMS:**

NAME: \_\_\_\_\_

AGE: \_\_\_\_\_

☐ MALE

☐ FEMALE

**CLOTHING SIZES** (please indicate if youth or adult sizes)

Shirt Size: \_\_\_\_\_

Pant Size: \_\_\_\_\_

Shoe Size: \_\_\_\_\_

Coat Size: \_\_\_\_\_

**FAVORITES**

Favorite Color(s): \_\_\_\_\_ Favorite Store/Brand: \_\_\_\_\_

Favorite Food/Restaurant: \_\_\_\_\_ Favorite Sports Team/Band: \_\_\_\_\_

List any other favorites: \_\_\_\_\_

**WISH LIST ITEMS:**



# ADOPT-A-FAMILY

## Wish List

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NAME: \_\_\_\_\_

AGE: \_\_\_\_\_

☐ MALE

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Shirt Size: \_\_\_\_\_

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Coat Size: \_\_\_\_\_

**FAVORITES**

Favorite Color(s): \_\_\_\_\_ Favorite Store/Brand: \_\_\_\_\_

Favorite Food/ Restaurant: \_\_\_\_\_ Favorite Sports Team/Band: \_\_\_\_\_

List any other favorites: \_\_\_\_\_

**WISH LIST ITEMS:**

NAME: \_\_\_\_\_

AGE: \_\_\_\_\_

☐ MALE

☐ FEMALE

**CLOTHING SIZES** (please indicate if youth or adult sizes)

Shirt Size: \_\_\_\_\_

Pant Size: \_\_\_\_\_

Shoe Size: \_\_\_\_\_

Coat Size: \_\_\_\_\_

**FAVORITES**

Favorite Color(s): \_\_\_\_\_ Favorite Store/Brand: \_\_\_\_\_

Favorite Food/Restaurant: \_\_\_\_\_ Favorite Sports Team/Band: \_\_\_\_\_

List any other favorites: \_\_\_\_\_

**WISH LIST ITEMS:**