

2023 Operation Sugarplum Recipient Application

Data Required by the Privacy Act of 1974 (5 U.S.C. 522a)

1. **Authority:** 5 USC Section 301, Departmental Regulations; 10 USC Section 3013, Secretary of the Army; Army Regulation 608-1, Army Community Service.
 2. **Principal Purpose:** Information for interview and historical purposes and to obtain information on individuals needing assistance.
 3. **Routine Uses:** Used to determine needs of participants who applied for Operation Sugarplum assistance.
 4. **Disclosure:** Voluntary, however failure to provide the requested information may impede Army Community Service personnel from being able to assist individuals effectively.
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ELIGIBILITY REQUIREMENTS

1. Active Duty Service Members
2. Rank of E-5 and below
3. Service Members attached/assigned to Fort Belvoir.
4. Families with at least one child living in the home. (The child must be 18 years old or younger)

PROGRAM REQUIREMENTS

1. Complete the 2023 Operation Sugarplum Recipient Application
 - a. The Service Member's Unit Commander and/or First Sergeant are required to sign the application form.
2. Return the Original signed 2023 Operation Sugarplum Application to Army Community Service, Fort Belvoir no later than close of business **17 November 2023**
3. **COMPLETE ONE MANDATORY FINANCE COURSE**
 - a. **The applicant must register and complete their selected finance courses to receive assistance.**
 - b. A spouse may attend the course as a substitute for the Service Member.
 - c. The virtual workshops will be administered through Zoom and in-person.
4. There are **ONE** major Holiday Assistance Programs offered to Families on Fort Belvoir; Operation Sugarplum and Project USO Elf. To ensure all eligible Families who need support are given an opportunity to receive gifts or assistance during this holiday season applicants may only participate in **ONE** of these programs.



Sugarplum Application

2023 FORM

Please print all information clearly and legibly. To expedite processing fill out the following information as completely as possible.

FOR OFFICE USE ONLY	
GRP: _____	SPSH: _____
By: _____	Date: _____

SOLDIER INFORMATION

FIRST NAME <input type="text"/>	LAST NAME <input type="text"/>	
UNIT NAME <input type="text"/>	UNIT/AGENCY PHONE <input type="text"/>	RANK <input type="text"/>
HOME ADDRESS <input type="text"/>		
CITY <input type="text"/>	STATE <input type="text"/>	ZIP CODE <input type="text"/>
EMAIL <input type="text"/> @MAIL.MIL		

SPOUSE INFORMATION

FIRST NAME <input type="text"/>	LAST NAME <input type="text"/>
EMAIL <input type="text"/>	
SPOUSE PHONE <input type="text"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>

Is your spouse employed? YES NO

All applicants are not guaranteed acceptance into the program. Acceptance is based on the degree of financial need. If accepted, the total amount of assistance the recipient is awarded is based on the Service Members household size. Sugarplum Assistance is based on the number of participants in the program as well as the amount of donations received.

NOTE: All services are FREE.

PLEASE ACCURATELY PROVIDE THE INFORMATION REQUESTED:

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CUSTODY INFORMATION				
Marital Status	Married with Custody	Married without Custody	Single with Custody	Single without Custody
Number of Adults in the home? (Only Adults with valid DEERS ID Card):				
CHILD NAME (18 & Below)	AGE	IN THE HOME	OUTSIDE THE HOME	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

WHICH PROGRAM SERVICES HAVE YOU UTILIZED IN THE PAST 6 MONTHS?		
	YES	NO
Food Pantry		
Army Emergency Relief		
Exceptional Family Member Program		
Financial Readiness Program		
Soldier Family Assistance Center		
Employment Readiness Program		
Family Advocacy Program <i>(including Victim Advocacy & New Parent Support)</i>		
Army Volunteer Corp		

I, _____, DECLARE AND AFFIRM THAT THE INFORMATION PROVIDED IS
 (PRINT SERVICE MEMBER NAME)

TRUTHFUL AND ACCURATE. I UNDERSTAND THAT I AM APPLYING FOR HOLIDAY ASSISTANCE THROUGH THE SUGAR PLUM OPERATION EVENT. I ACKNOWLEDGE THAT ASSISTANCE IS NOT GUARANTEED.

SIGNATURE	COMMANDER/FIRST SERGEANT SIGNATURE
DATE:	DATE:
	PHONE NUMBER:

2023 Operation Sugarplum Workshop Schedule

COURSE DESCRIPTIONS	
Workshop Name	Concepts and Objectives
Savings and Investing	<ul style="list-style-type: none"> ✓ Identify required cash reserves needed for an emergency fund ✓ How to develop a goal-getter fund ✓ Develop an investing plan for TSP and to meet long term financial goals, such as retirement and funding college ✓ Assess personal risk level to invest appropriately
Take Control and Eliminate Debt	<ul style="list-style-type: none"> ✓ How to obtain your credit score (the opportunity to run your credit report will be available) ✓ Understanding debt to income ratio ✓ Assess how your credit score can impact a promotion and security clearance ✓ How to use credit effectively
Holiday Spending	<ul style="list-style-type: none"> ✓ Plan for Holiday Expenses ✓ Learn to avoid overspending and excessive debt ✓ Create a Holiday Budget

PLEASE PLACE A CHECK NEXT TO AT LEAST ONE WORKSHOP YOU WISH TO REGISTER FOR:

WEEK ONE: 1-3 November 2023

Selection	Time	Date	Course Name
	12 pm	1 Nov 2023	Holiday Spending
	3 pm	2 Nov 2023	Holiday Spending

WEEK TWO: 6- 10 November 2023

Selection	Time	Date	Course Name
No Classes Offered			

WEEK THREE: 13-17 November 2023

Selection	Time	Date	Course Name
	12 pm	14 Nov 2023	Saving and Investing
	11 am	15 Nov 2023	Take Control and Eliminate Debt
	3 pm	16 Nov 2023	Saving and Investing

WEEK FOUR: 20-24 November 2023

No Classes Offered			
Thanksgiving Holiday Week			

WEEK FIVE: 27 November – 1 December 2023

Selection	Time	Date	Course Name
	12 pm	28 Nov 2023	Take Control and Eliminate Debt

WEEK SIX: 4-8 December 2023

Selection	Time	Date	Course Name
	12 pm	5 Dec 2022	Holiday Spending
	12 pm	6 Dec 2023	Holiday Spending
	3 pm	6 Dec 2023	Holiday Spending
	11 am	7 Dec 2023	Holiday Spending