



Sugarplum Application

2020 FORM

FOR OFFICE USE ONLY

GRP: _____ SPSH: _____

By: _____ Date: _____

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

SOLDIER INFORMATION

FIRST NAME

LAST NAME

UNIT NAME

UNIT/AGENCY PHONE

RANK

HOME ADDRESS

CITY

STATE

ZIP CODE

EMAIL

 @MAIL.MIL

SPOUSE INFORMATION

FIRST NAME

LAST NAME

EMAIL

SPOUSE PHONE

YES NO

Is your spouse employed?

Sugarplum Assistance is based on the number of participants in the program as well as the amount of donations received. The total amount of assistance the recipient is awarded is based on household size.

NOTE: All services are **FREE**.

PLEASE ACCURATELY PROVIDE THE INFORMATION REQUESTED:

Authority: 5 USC Section 301, Departmental Regulations; 10 USC Section 3013, Secretary of the Army; Army Regulation 608-1, Army Community Service.

Principal Purpose: Information for interview and historical purposes and to obtain information on individuals needing assistance.

Routine Uses: Used to determine needs of participants who applied for Operation Sugarplum assistance.

Disclosure: Voluntary, however failure to provide the requested information may impede Army Community Service personnel from being able to assist individuals effectively.

| 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 |
| 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 SUGARPLUM OPERATION EVENT. I ACKNOWLEDGE THAT ASSISTANCE IS NOT GUARANTEED.

| | |
|--|--|
| | |
|--|--|

SIGNATURE

COMMANDER/FIRST SERGEANT
SIGNATURE

PHONE NUMBER

2020 Operation Sugarplum Recipient Application

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

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 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.
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Eligibility

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)
5. There are **TWO** 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.

Program Requirements

1. Complete the 2020 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 2020 Operation Sugarplum Application to Army Community Service, Fort Belvoir no later than close of business **17 November 2020**
3. **COMPLETE ONE MANDATORY FINANCE COURSE**
 - a. **The applicant must register and complete their selected finance course to receive assistance.**
 - b. A spouse may attend the course as a substitute for the Service Member.
 - c. The virtual course will be administered through Microsoft Teams.

2020 Operation Sugarplum Course Schedule

| COURSE DESCRIPTIONS | |
|--|--|
| Course Name | Concepts and Objectives |
| Savings and Investing with TSP | <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 |
| Spend Plan Development | <ul style="list-style-type: none"> — Plan for systematic saving — Calculate debt to income ratio — Calculate specific need for cash on hand in proportion to basic needs — Calculate 80/20 spend/save application using current LES statement to build a realistic budget that is specific and measurable |

PLEASE PLACE A CHECK NEXT TO ONE COURSE YOU WISH TO REGISTER FOR:

November 10th 2020

| Selection | Time | Course Name |
|-----------|------|--------------------------------|
| | 1pm | Spend Plan Development |
| | 3pm | Take Control & Eliminate Debt |
| | 6pm | Savings and Investing with TSP |

November 12th 2020

| Selection | Time | Course Name |
|-----------|------|-------------------------------|
| | 1pm | Spend Plan Development |
| | 3pm | Take Control & Eliminate Debt |

November 17th 2020

| Selection | Time | Course Name |
|-----------|------|-------------------------------|
| | 1pm | Saving and Investing with TSP |
| | 3pm | Take Control & Eliminate Debt |

November 19th 2020

| Selection | Time | Course Name |
|-----------|------|--------------------------------|
| | 1pm | Spend Plan Development |
| | 3pm | Take Control & Eliminate Debt |
| | 6pm | Savings and Investing with TSP |

December 9th 2020

| Selection | Time | Course Name |
|-----------|------|---------------------------------|
| | 1pm | Spend Plan Development |
| | 4pm | Take Control and Eliminate Debt |