

2022 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 2022 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 2022 Operation Sugarplum Application to Army Community Service, Fort Belvoir no later than close of business **18 November 2022**
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.

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Sugarplum Application

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

2022 FORM

FOR OFFICE USE ONLY

GRP: _____ OPISA: _____

By: _____ Date: _____

SOLDIER INFORMATION

FIRST NAME

LAST NAME

UNIT NAME

UNIT/AGENCY PHONE

RANK

HOME ADDRESS

CITY

STATE

ZIP CODE

EMAIL

☐@army.mil ☐@mail.mil ☐@health.mil

SPOUSE INFORMATION

FIRST NAME

LAST NAME

EMAIL

SPOUSE PHONE

YES NO

Is the spouse employed?

☐ ☐

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**.

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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.				

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

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.

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

2022 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
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
Budgeting For The Holidays	<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: 2-4 November 2022

Selection	Time	Date	Course Name
	12 pm	2 Nov 2022	Spend Plan Development
	3 pm	3 Nov 2022	Spend Plan Development

WEEK TWO: 7- 11 November 2022

Selection	Time	Date	Course Name
	12 pm	8 Nov 2022	Take Control & Eliminate Debt
	3 pm	9 Nov 2022	Take Control & Eliminate Debt

WEEK THREE: 14-18 November 2022

Selection	Time	Date	Course Name
	12 pm	16 Nov 2022	Saving and Investing with TSP
	3 pm	17 Nov 2022	Saving and Investing with TSP

WEEK FOUR: 22-26 November 2022

No Classes Offered

Thanksgiving Holiday Week

WEEK FIVE: 28 November – 2 December 2022

Selection	Time	Date	Course Name
	12 pm	30 Nov 2022	Budgeting for the Holidays
	3pm	1 Dec 2022	Budgeting for the Holidays

WEEK SIX: 5-9 December 2022

Selection	Time	Date	Course Name
	12 pm	7 Dec 2022	Budgeting for the Holidays
	3pm	8 Dec 2022	Budgeting for the Holidays