Durham PreK Application Documentation Check-List

If you need assistance uploading your documents, please contact us at 1-833-773-5338. You may also email the documents to our secure email address prek@earlyyearsnc.org or mail them to: DPK Application, 1201 S. Briggs Ave, Suite 200. Durham, NC 27703. Additionally, you can text DPK to 1-833-773-5338 or send a fax to 919-403-6959.

1. Proof of Age documentation- upload ONE of the following documents:
(must be translated if in a language other than English)

- Copy of Child's Birth Certificate, Passport or Record of Faith Initiation (must be translated if in a language other than English)
  If the documents above are not available, we can also accept:
- Verification of Facts Sheet from the Vital Records office
- Child's Official Medical Records

If someone other than the primary or secondary guardian is on the original birth certificate:

- Upload guardianship or custody paperwork

2. Documentation of Durham County Address- upload ONE of the following documents:

- Copy of guardian's valid state issued ID
- Copy of current signed lease (must send the complete lease agreement including the signature pages) The Lease agreement should include the child's name as a tenant.
- Copy of your current mortgage statement
- School Affidavit/Declaration of Residency completed by Student Assignment Office (parents with children attending DPS).
- Section 8 applicants- current recertification letter
- Current utility bill (water/power/gas)- needs to include name, address, and date
- If guardian's name is not on utility bill, mortgage statement or lease – choose one of the following options:
  - Complete and upload this form OR
  - Upload current lease or utility bill along with a signed & dated letter from the bill payee stating that family is residing at the residence

3. Documentation for all sources of family monthly income

- Upload ONE of the following to show current monthly family income:
  - One month of most recent consecutive check stubs for each employed parent/stepparent/guardian: ie. weekly (4 pay stubs), twice a month (2 pay stubs), monthly (1 pay stub)
  - If you cannot provide check stubs, choose one of the following for each parent/guardian:
    - If you have NO Income: Click here to submit the Statement of No of Income
    - If you have a new job or are paid in cash: Click here to submit the employment verification form
    - If you do not have a check stub, you are self-employed or contract employee or unable to produce income documentation: Click here to submit the Statement of No Documentation of Income

4. Documentation for annual Income

- Upload **ONE** of the following to show annual income for consideration in all programs:
    - copy of all W-2's from 2025
    - 2025 IRS 1040 tax forms (including signature page)
    - last check stub from 2025 for each employed parent/stepparent/guardian
    - Click here if you were self-employed
    - Click here if you did not work in 2025 (fill out even if income was $0)

5. Other income sources needed, if they apply to your family:

- Child support (if you receive informal child support (not mandated by the court), have the other parent write a letter that includes the following: amount, frequency of pay, signature and date
- alimony
- retirement
- worker's compensation
- unemployment benefits letter
- social security benefits letter
- Supplemental security income (SSI) benefits letter
- public assistance (i.e. Work First, Housing)
- if student, include class schedule/enrollment information

Additional **documents to submit (when applicable, based on application responses) include:**

- Documentation of parent's military service (includes current active duty and serious injury or death resulting from military service)
- Copy of child's Private Service Plan
- Child's health assessment or note from medical provider indicating child's chronic health condition

***CATEGORICAL ELIGIBILITY -** If any of the following apply to your family, certain income documentation may not be required. Please follow the prompts in your online application. For assistance, call 1-833-773-5338.

● Housing instability ● Foster care ● Refugee status ● SNAP	● Work First ● SSI ● WIC ● Medicaid