

Documentation to Submit with Application

For your application to be processed and considered complete, the following items **MUST** be submitted:

1. Proof of Age documentation:

- Copy of Child's Birth Certificate, Passport or Record of Faith Initiation (must be translated if in a language other than English) **OR**
- Verification of facts sheet from the Vital records office

2. Proof of Durham County Residency, can include any of the following:

- Copy of valid state issued ID (the application address should match the ID address)
- Copy of current signed lease (must send the complete lease agreement including the signature pages)
- Copy of your current mortgage statement
- Current utility bill (water/power/gas) (we can't accept any cable, internet or cell phone bills)
- If the parent's name is not on the bill/lease – download and complete [this form](#) and submit a bill and signed & dated letter from the bill payee stating that a family residing at the residence is needed.
- Are you homeless or experiencing housing challenges? You may qualify for a McKinney Vento. [Click here](#) to see if you qualify.

3. Proof of all sources of Family Monthly & Annual income (2022)

Choose one of the following to show current monthly family income for each parent or legal guardian.

- One month of most recent consecutive check stubs for each employed parent/stepparent/guardian, [weekly (4 pay stubs), bi-weekly (3 pay stubs), twice a month (2 pay stubs), monthly (1 pay stub)]
- [Click here](#) to submit the Statement Of No Income (no job, student, stay home mom or dad, ect..)
- [Click here](#) this form for a statement/letter from employer (new job or paid in cash)
- [Click here](#) Statement of No Documentation of Income (self- employment)

Choose one of the following to show annual income for each parent or legal guardian for consideration in all programs:

- Proof of SNAP benefits, SSI, or TANF/Work First
- Copy of all W-2's from 2022
- 2022 IRS 1040 tax forms (including the signature page)
- Last check stub from 2022 for each employed parent/stepparent/guardian
- [Click here](#) if you were self-employed in 2022
- [Click here](#) if you did not work in 2022 (fill out even if is \$00)

Include proof of all other income sources that 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
- Retirement
- Worker's compensation
- Unemployment benefit letter
- Social Security benefits letter
- Supplemental Security Income (SSI) benefit letter
- If student, include current class schedule/enrollment information

4. Additional documents to submit (when applicable) 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 (Speech Therapy, special services, etc.). You may ask your therapist or healthcare provider for a copy of your child's health plan.
- Child's health assessment or note from medical provider indicating child's chronic health condition (asthma, allergies, etc). You may ask your healthcare provider for this information.

Must read instructions before sending documents:

** Take complete/clear pictures of the documents

**Send documents in a PDF, PNG or JPG files

** Before sending, remove any passwords or special codes

** Should you need assistance while completing the application process, please call the DPK information line at 1-833-773-5338

** If you are not able to upload the documents into your portal please send them to:

pre-k@childcareservices.org / fax to: 919-403-6959 / text DPK to 1-833-773-5338 / bring the documents in person to 1201 S. Briggs Ave. Suite 200 in Durham 27703