



Documentation to Submit with Application

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

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)
- ☐ Verification of facts sheet from the Vital records office
- ☐ Child's Medical Records (Use If Birth Certificate or Passport is not available)

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

- ☐ Copy of a current 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) Lease agreement should include the child's name.
- ☐ Copy of your current mortgage statement
- ☐ School Affidavit/Declaration of Residency completed by Student Assignment Office (parents with children attending DPS).
- ☐ Current utility bill (water/power/gas) (we can't accept cable, internet or cell phone bills)
- ☐ If the parent's name is not on the bill/lease – download and complete [this form](#) signed & dated letter from the bill payee stating that a family residing at the residence is needed.
- ☐ Are you homeless or experiencing housing challenges? Families may qualify for a McKinney Vento. [Click here](#) to see if the applicant qualifies.

3. Proof of all sources of your current family monthly income AND annual income (2023)

MONTHLY

- ☐ One month of most recent consecutive check stubs for each employed parent/stepparent/guardian [weekly (4 pay stubs), bi-weekly or 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:

- ☐ [Click here](#) to submit the Statement of No Documentation of Income if you have no income
- ☐ [Click here](#) to submit the employment verification form if you have a new job or are paid in cash
- ☐ [Click here](#) to submit the Statement of No Documentation of Income (self-employment, paid in cash, Uber, Lyft, ect.)

ANNUAL

- ☐ Copy of all W-2's from 2023
- ☐ 2023 IRS 1040 tax forms (including the signature page)
- ☐ Last check stub from 2023 for each employed parent/stepparent/guardian
- ☐ [Click here](#) if you were self-employed
- ☐ [Click here](#) if you did not work in 2023 (fill out even if is \$00)

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)
- ☐ 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
- ☐ Military Income, pension or compensation

***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

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.

Helpful Tips to Submit with Application:

**** 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