



## Application Documentation Checklist

Use this document to identify all documentation needed to complete your child's Durham PreK application.

### Types of Documentation Included in this Checklist Review:

- Proof of Birth and Guardianship
- Proof of Address
- Proof of Income
- Additional Documentation, if needed

Once you've completed the checklist, screenshot it on your phone or print a copy from your computer to use as a reference.

### Proof of Birth and Guardianship

**Have you submitted this documentation?**

**Date of Birth documentation- upload ONE of the following documents (must be translated if in a language other than English):**

Select which form(s) from the list below that you need to submit.

- Copy of Child's Birth Certificate
- Passport
- Record of Faith Initiation

**If the primary or secondary guardian on the application is not on the original birth certificate:**

- Guardianship or custody paperwork

## Proof of Address

Have you submitted this documentation?

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

Select which form from the list below that you need to submit.

- Copy of valid state issued ID
- Copy of current lease- needs to include names of all household members and signature page
- Current utility bill (water/power/gas)- needs to include name, address, and date

**If guardian's name is not on mortgage statement/ lease –choose one of the following options:**

- Complete and upload [this form](#) OR
- Upload current bill along with a signed & dated letter from the bill payee stating that family is residing at the residence

## Proof of Income

Have you submitted this documentation?

### 3. Documentation for all sources of family monthly and annual 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, [weekly (4 pay stubs), bi-weekly (3 pay stubs), twice a month (2 pay stubs), monthly (1 pay stub)]
- [Submit this form](#) if no documentation/paystub is available (ie. Uber, Doordash, etc)
- [Dated and signed statement/letter from employer](#) (on letterhead w/current date to include current rate of pay, number of weekly work hours)

Upload **ONE** of the following to show **annual income** for consideration in all programs:

- copy of all W-2 from 2021
- 2021 IRS 1040
- last check stub from 2021 for each employed parent/stepparent/guardian that reflects 2021 annual income

**Please review the list below to determine if additional income documentation is needed:**

- child support
- alimony
- retirement
- worker's compensation
- unemployment/social security benefits letter
- Public Assistance (i.e. Work First, Housing)
- if student, include class schedule/enrollment information; if applicable, scholarship/financial assistance documentation

## Additional Documentation (if circumstances apply)

**Have you submitted this documentation?**

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

If one or both guardians are actively serving in the military (or if one or both guardians suffered serious injury or death resulting from military service), please submit:

- Documentation of parent's military service (includes current active duty and serious injury or death resulting from military service)

If your child has a Private Service Plan, please submit:

- A copy of child's Private Service Plan

If your child has a chronic health condition, please submit:

- A copy of your child's health assessment or note from medical provider indicating child's chronic health condition