

APPLICATION CHECKLIST

Please carefully review the list of required documentation and include all relevant documents with your application.

AGE VERIFICATION:

Please submit a copy of your child's birth certificate.

- If your child's birth certificate is in a language other than English, please include a copy of the child's passport along with a copy of the birth certificate

VERIFICATION OF WAKE COUNTY RESIDENCY (submit one of the following):

Copy of current signed lease

- Must include complete address, parent/guardian's name, parent/guardian's signature, landlord's signature.

If the parent/guardian's name is not on the lease:

- Must submit a letter from the person named on the lease

Current (dated within 3 months of application submission) utility bill- water, power, or gas

- Must include name of company, parent/guardian's name, address of service, bill date.
- Cannot be an expired final notice or an expired disconnect notice.

If the parent/guardian's name is not on the bill:

- Must submit a letter from the bill payee affirming that the Wake ThreeSchool child and family live in the home **in addition to** a current utility bill.

HOUSEHOLD INCOME VERIFICATION

Employment Income

- If paid **weekly**: submit 4 consecutive paystubs
- If paid **biweekly**: submit 2 consecutive paystubs
- If paid **twice monthly**: submit 2 consecutive paystubs
- If paid **monthly**: submit 2 consecutive paystubs

If a paystub is not available, please submit one of the following:

- Earnings statement from supervisor
- Most recent year's **IRS 1040(s), W-2(s)**, or other tax document(s)

Please include documentation for the below sources of income only when applicable:

- Child support
- Alimony
- SSA/SSI/Work First/TANF
- Worker's Comp/Disability
- Unemployment

If the household has no income to report for the applicable year:

- Submit a Wake ThreeSchool Statement of No Income

OPTIONAL DOCUMENTATION

Please note that Wake ThreeSchool may assign additional priority points if documentation is provided for the following:

- Copy of child's Individualized Education Plan (IEP)
- Documentation of parent/guardian's military service (includes current active duty and serious injury/death resulting from military service)
- Chronic illness (child's health assessment or note from medical provider indicating the child's chronic illness)
- Copy of child's current educational/developmental screenings or evaluation(s) indicating a developmental or educational need

For additional information, please visit www.wakesmartstart.org.