

APPLICATION CHECKLIST

REQUIRED: Please include the following with the application:



COPY OF 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.



DOCUMENTATION OF WAKE COUNTY RESIDENCY

****Submit one (1) of the following****

Copy of current signed Lease

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

Current utility service bill (water, electric, or gas)

- Cannot be an expired final or disconnect notice. If the parent's name is not on the utility bill or lease, along with the bill or lease please include a letter from the bill payee stating that the family lives with them.



ALL SOURCES OF FAMILY INCOME

Please submit one of the following frequencies of pay and/or other sources of income, as well as any child support, retirement, and/or worker's compensation.

- If you get paid weekly - submit 4 consecutive pay stubs
- If you get paid every two weeks/twice monthly - submit 2 consecutive pay stubs
- If you get paid monthly - submit at least 2 full months of pay stubs.
- If a paystub is not available, please submit an earnings statement from your supervisor, **2024 IRS 1040**, unemployment/social security benefits letter, or copies of all **W-2s from 2024**.

If you do not have any income to report or documentation of income, please contact Wake County Smart Start for further income verification.



OPTIONAL DOCUMENTATION

Please note: Some programs may assign priority points if families attach the following documentation:

- Copy of child's Individualized Education Program (IEP) from a public school.
- Documentation of parent's military service (includes current active duty and serious injury or death resulting from military service).
- Chronic Illness – child's health assessment or note from medical provider indicating child's chronic illness.
- Copy of current educational/developmental screenings or evaluations indicating developmental or educational need.

For additional information, please visit www.wakesmartstart.org