



The Partnership for Children of Wayne County

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IMPORTANT NORTH CAROLINA PRE-K APPLICATION REMINDERS

- Please make sure all sections are FILLED out completely and ALL requested documentation is submitted with the application. BIRTH CERTIFICATE and ALL INCOME must be submitted in order to process the application.
- Please make sure application is SIGNED by parent/guardian at the bottom of page 1 and 4.
- If guardian or custodian is someone other than a parent(s) such as grandparent, foster parent, etc., legal documentation MUST be submitted with the application.
- If there are court ordered documents regarding custody they MUST be submitted with the application.
- All children within the household MUST be listed with birth date on page 2.
- Documentation must be submitted for ALL INCOME coming into the household. Those with no income, receiving child support, etc., MUST complete a form obtained from the NC Pre-K office or WAGES showing they are currently unemployed and/or the amount being received. Income includes: regular employment, unemployment, child support for all children in the home, alimony, workman's compensation, and retirement/disability benefit income. W-2 and other information will be requested by WAGES.
- Income documentation includes:
 - Tax Records (W-2's; 1040 – line 7) ****HIGHLY PREFERRED****
 - A month's worth of pay stubs (**weekly – submit 4 consecutive pay stubs; bi-weekly or bi-monthly - submit 2 consecutive pay stubs; monthly pay - submit at least 1 full month's pay stub**)
 - Award letters from the Social Security Administration
 - Award letters from the Employment Security Commission
 - Employer written statements
 - Self-employed individuals must submit a Schedule C Profit or Loss from Business (use line 7 (Gross Income) minus 20%)
 - Signed statements when the individual claims to have no verifiable countable income
- TRANSPORTATION is not guaranteed and is only provided by WAGES Head Start and Wee are the World (based on availability).
- Full current IEP and/or MEDICAL DOCUMENTATION from a doctor or agency noting a child's special need MUST be submitted with application. Any referrals for services must be noted on the application.
- Emergency Care Plans must be submitted for children with health conditions that necessitate medical care in the event of emergency (food allergies, diabetes, asthma, etc.)

- MILITARY CHILDREN are eligible but not guaranteed placement. Same process for placement is used as with other families.
- Applicant is applying to the NC Pre-K program. SITE PREFERENCES will be used as a guide for placement; however, placement at requested site or into the Pre-K program is not guaranteed. Decision is based on slot availability and highest priority as set by state requirements.
- Applicants accepted WILL be required to have a current physical with hearing, vision, and dental screenings within the last 12 months. Hearing and vision screenings may be provided at your child's placement site (if placed) but are ultimately the responsibility of the family to obtain within the designated time frame.
- Applicants accepted may be required to re-verify income.
- Selection notification will be by mail or phone.
- Please make sure you contact the Partnership or WAGES if your contact information changes!
- If questions or further assistance is needed please contact the Partnership for Children of Wayne County office at 919-735-3371, ext. 245, 231, or 235.