



## 2023-2024 NC Pre-K Application

*Let's Get Started!*

### What is NC Pre-K?

NC Pre-K is high-quality preschool for vulnerable children aged 4. The purpose is to provide engaging and nurturing early learning experiences to ensure longer term success in school. There are classes offered within Guilford County Schools, the Head Start program at Guilford Child Development, and private childcare centers. Transportation and/or extended care options are not offered by GCS; and available at some, but not all other sites.

### Who is eligible for NC Pre-K?

Children who will be four years old on or before August 31, 2023. Priority is given to children who have not had prior preschool experience, may be economically disadvantaged, or have a developmental delay. Slots are limited, and we encourage you to apply in early Spring.

### Before you begin the application process...

We recommend that you have all the required information and documentation prepared **BEFORE** you begin the application process. Once you have the documentation needed to apply, it is easiest to complete the online application using a computer or your smart phone.

### What You Will Need:

1. **Proof of Birth** (copy of birth certificate **OR** medical records **OR** immunization records)
2. **Proof of Residency** (copy of current utility bill **OR** rental agreement)
  - Documentation must have the *same* physical address listed on the application.
3. **Proof of Income** (copy of 2022 1040 **OR** 2022 W-2 **OR** 4 recent, consecutive paystubs)
  - Additional income, if applicable, such as court-ordered child support, unemployment benefits, workers compensation, and/or SSA/SSI/SSDI.
4. **If Applicable** – Documentation of chronic health condition, parent's military service, development or educational needs, and/or Individualized Education Plan (IEP).

### How do I submit the application and the required documentation?

See back side.

## How do I submit the application and the required documentation?

- Submit online at [www.GuilfordChildren.org](http://www.GuilfordChildren.org) **OR**
- Email us at [NCPreK@GuilfordChildren.org](mailto:NCPreK@GuilfordChildren.org) **OR**
- Drop off or mail the application and supporting documentation at the Guilford County Partnership for Children located at 500 W. Friendly Avenue, Suite 100, Greensboro, NC 27401. (COPIES ONLY) **OR**
- Fax to (336) 274-5447

## More about the documentation that you will need to apply...

- |                          |                                       |
|--------------------------|---------------------------------------|
| 1. Proof of Birth        | 6. Worker's Compensation              |
| 2. Proof of Residency    | 7. SSA/SSI/SSDI                       |
| 3. Proof of Income       | 8. Chronic Health Condition           |
| 4. Child Support         | 9. Parental Military Service          |
| 5. Unemployment Benefits | 10. Developmental or Educational Need |

1. **Proof of Birth** – Submit a copy of one of the following documents:

- Register of Deeds office (birth certificate)
- Birth certificate given to mother at hospital
- Immunization record from pediatrician's office
- Checkup document given to parent at a well-child visit
- Insurance cards such as Medicaid

2. **Proof of Residency** – Submit a copy of one of the following documents:

- Parent's driver's license – obtain from driver's license office
- Any letter received in the mail with the current physical address
- Any bill you receive in the mail or online with the current physical address
- Copy of your lease with the address listed – obtain from your rental agent
- **Note:** The *physical* address that is listed on the application must match the *physical* address on your documentation.

3. **Proof of Income** – Submit a copy of one of the following documents:

- 2022 federal income taxes from tax agency or online tax company
- One month of paystubs from employer (must show gross income)
- Written letter from company with pay rate, number of hours worked per week, and the pay frequency (weekly, bi-weekly, monthly, etc.)
- Offer letter for employment from employer with pay rate, number of hours worked per week, and the pay frequency (weekly, bi-weekly, monthly, etc.)
- 2022 W-2 from employer
- If you are self-employed, you may submit a tax return, quarterly tax filing, bank statement showing business income for three months

4. **Child Support**

- We only count court-ordered child support.
- If you do not have a court order, we do not need this income.
- Copy of court order, which may be requested from the clerk of court in the county which ordered the child support.
- Print-out or screenshot from the website showing amounts received
- Here is the link: <https://ncchildsupport.com/ecoa/parentsIndex.jsp>

5. **Unemployment Benefits**

- Letter with amount to be received and the maximum amount a person can receive. This is mailed to each person receiving unemployment benefits.

**6. Worker's Compensation**

- Letter from employer with amount of worker's compensation and the period in which worker's compensation will be received.

**7. SSA/SSI/SSDI**

- Letter from the Social Security Administration stating the type of social security payment and the amount to be received

**8. Chronic Health Condition** – Provide a copy of paperwork that fits your situation.

- Document from doctor's office stating the condition is chronic.
- This can be on the well-child visit paperwork.
- Asthma – document from doctor's office stating chronic asthma.
- Some children have asthma, but not all asthma is chronic. It must have "chronic" stated on the document from the doctor's office.
- Any medical document or evaluation from a therapist or doctor stating the medical condition. (**Note:** Sickle Cell Anemia is a chronic health condition.)

**9. Parental Military Service** – Submit a copy of one of the following documents:

- Letter from branch of service stating active duty.
- Paystub for an active-duty member who is the mother or father.
- Letter from branch of service stating the parent was killed in the line of duty

**10. Development or Educational Need** – Submit a copy of one of the following documents:

- Child's Individual Education Plan (IEP) from the local school system
- Child's goals, such as speech, etc. from the therapist delivering the service

## Frequently Asked Questions

- |                       |                                |
|-----------------------|--------------------------------|
| 1. Application Season | 5. Age Guidelines              |
| 2. Guardianship       | 6. Residency Guidelines        |
| 3. Family Size        | 7. Limited English Proficiency |
| 4. Income Guidelines  | 8. What Happens Next?          |

### 1. Application Season

- a. When can we start applying for next year?
  - i. You can start applying for the next academic year in January.
- b. Is it too late to submit an application for this year?
  - i. It is not too late to submit an application. We accept applications all year. We place children in sites that have openings until April.
- c. Do I submit original documents or copies?
  - i. Submit copies of any supporting documents.
  - ii. Do **not** submit original documents with the application.

### 2. Guardianship – Who Submits the Application?

- a. 50/50 Custody
  - i. Whichever parent is submitting the application must submit the documents. No additional documents are required for custody.
- b. Legal Guardian
  - i. If you are a legal guardian, you may submit the required documents for the application as well as the court orders that show legal guardianship.
- c. Guardian
  - i. If a guardian is taking care of the child but does not have legal guardianship, they can submit the documents, but they must complete a “kinship form.”
- d. Foster Care
  - i. If the child is in foster care, the person completing the application will need to submit a copy of the letter provided by the Division of Health and Human Services that states the child is in their care.
  - ii. They will not have to provide any income documentation, and they should only list the number of biological siblings in the household.

### 3. Family Size

- a. Why do you need sibling ages?
  - i. The number of siblings determines “family size” and is related to eligibility.

#### 4. Income Guidelines

- a. What if I have no income?
  - i. A “no income” form must be completed.
- b. If my family is over income, do I still use this application?
  - i. Yes, you use the same application. We will send your application to GCS for consideration for Title I funds.
  - ii. There is a family size and income chart on our website.

#### 5. Age Guidelines

- a. How old must my child be to attend NC Pre-K?
  - i. For 2023-2024, the child must turn four by August 31, 2023. Birthday must fall between September 1, 2018 - August 31, 2019.

#### 6. Residency Guidelines

- a. Do I have to live in Guilford County to apply here?
  - i. Yes, you must live in Guilford County.
  - ii. If you move but remain in Guilford County, you will need to update the address on your application.
  - iii. If you live or move outside of Guilford County, you will need to apply in that county as all counties have NC Pre-K funding.

#### 7. Limited English Proficiency

- a. What if my child speaks and understands a little English?
  - i. Check “no” if they only speak a little English.

#### 8. What Happens Next?

- a. What happens after my application is complete?
  - i. If you have any GCS choices, you will receive an email from [gcs-prek@gcsnc.com](mailto:gcs-prek@gcsnc.com) to complete the online Ages and Stages in about four to six weeks after your application is completed.
- b. When will I know if my child was accepted into NC Pre-K?
  - i. If you have a GCS first choice, it will be July.
  - ii. If you have a private or GCD choice, it will be May.
- c. What happens if my child is placed, but I need to make changes to my application?
  - i. If you have been assigned to a GCS site and need to make changes to your application, please contact the Guilford County Schools Pre-K Office at (336) 370-2362 or email [gcs-prek@gcsnc.com](mailto:gcs-prek@gcsnc.com).
  - ii. If you have been assigned to a Private Childcare site or GCD (Head Start) site and need to make changes to your application, please contact the Guilford County Partnership for Children at (336) 274-5437 or email [NCprek@GuilfordChildren.org](mailto:NCprek@GuilfordChildren.org).