



**SELF-EMPLOYMENT VERIFICATION**

The following information is required to justify enrollment in a subsidized child care program.

\_\_\_\_\_  
 Printed Name of Parent/Guardian

**My signature authorizes Child Care Services staff to verify information relating to my self-employment.**

\_\_\_\_\_  
 Parent/Guardian signature

\_\_\_\_\_  
 Date

**Please submit the items checked below and this authorization to verify your Self-Employment along with items from Group A, B and C. (Submit at least 1 item from group A, one from group B and at least 3 items from group C)**

- Declaration signed under penalty of perjury that includes a description of the self-employment, estimate of the days and hours worked per week, activities between jobs (sweeping the shop, making cold calls, invoicing, etc.)
- List of clients with contact information
- Most Recent Income Tax Return (Schedule C, Profit and Loss from Business)

- A {
- Appointment logs
  - Job logs / Job calendars

- B {
- Advertising (Business card, Website Address, Facebook Page, Instagram, Flyer, Newspaper Ad, Other Social Media)

- C {
- Business license
  - Cosmetology license
  - Contractor license
  - Workspace lease or rental agreement
  - Vendor Receipts – Showing your business name as the purchaser
  - Other - Relevant business records \_\_\_\_\_

***Note: If the documentation submitted is insufficient to verify your self-employment, additional documentation will be requested before child care services can be approved to meet the program requirement of self-employment as a need for care.***

**Office use only:**

Date verified by phone \_\_\_\_\_ #1 \_\_\_\_\_  
 Name of contact \_\_\_\_\_ #2 \_\_\_\_\_  
 Staff signature \_\_\_\_\_ #3 \_\_\_\_\_