



Information for Self-Employed Applicants Applying for Child Care Fee Subsidy

The following documents are required when applying for child care fee subsidy as self-employed:

1. Business Registration or Papers of Incorporation or Master Business license
2. Notice of Assessment for Income Tax based on most recent taxation year
3. Business Plan to verify viability of Business
4. Statement of Planned/Completed Business Hours and Activities
5. Statement of Projected/Earned Business Income and Expenses
6. Personal Tax Return as submitted to Revenue Canada (most recent taxation year)
7. Statement of Planned Business Hours and Activities

In detail outline:

- Your business activities for a typical week (including the amount of time you spend on these activities and the time of day)
- A log of business contracted/completed from date of approval for child care fee subsidy to month of update (including the # of days/weeks required to complete the contract, and # hours spent/day working on project) Please add additional pages as required.

Your income will be used to determine your eligible hours of care. The Community Services Worker will complete a full review of the business income. Upon establishing the Net Business Income, the Community Services Worker will calculate your eligible hours of child care. These hours will be broken down to represent a weekly amount and the Approved Hours of Care Policy will be used to determine the number of subsidized eligible hours of care you might qualify for on an ongoing basis.

I confirm that the information I have provided in this package is accurate and complete and fully describes all the business activities that I conduct.

Signature

Date

The personal information collected on this form is collected under the authority of the Child Care & Early Years Act, 2014, and will be used for the purpose of determining eligibility for child care fee subsidy in the County of Dufferin. Specific questions relating to the Municipal Freedom of Information and Privacy Protection Act should be addressed to the County of Dufferin Clerk at 519-941-2816 ext. 2504.