

Declaration of Self-Employment

This is to certify that I, **Thomas Jefferson**, parent/guardian of **George Jefferson** am self-employed and need child care services for the following days/hours.

Business Name: **Jefferson's Plumbing** Business Address: **123 Main Street Middletown, USA**
Business Phone #: **867-5309**

Indicate the days and hours I am unable to provide care for my child due to self-employment:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time:	8:00	8:00	8:00	8:00	8:00
End Time:	5:00	5:00	5:00	5:00	5:00

If flexible schedule, please indicate typical hours worked weekly*:

Minimum Hours Each Week: _____ Maximum Hours Each Week: _____

If a variable schedule is indicated, parent will fill out a variable schedule log monthly, and recertify every three (3) months.

Briefly describe the nature of your (self)-employment **I have my own plumbing company.**

My estimated average monthly profit for this self-employment is: \$ **3,000**

I declare, under penalty of perjury, that the above information is true and correct.

I also give Shasta Head Start Child Development, Inc. permission to obtain the information necessary to support my days and hours worked per week by contacting my clients, landlord, or others deemed necessary.

Signature of Employed
Parent/Guardian **Thomas Jefferson**

Date **01/01/01**

Please see reverse for examples of documentation needed to certify child care hours needed and current monthly income

Agency Use Only:

Date Verified: _____ Verified with: _____ Staff Initials: _____

Notes: _____

Documentation to demonstrate the days and hours worked- one or more of the following:

- ✓ Appointment logs
- ☐ Client receipts
- ☐ Job logs
- ☐ Mileage logs
- ✓ A list of clients with contact information
- ☐ Other similar records.

Also, if applicable:

- ✓ Business license
- ☐ Workspace lease or rental agreement.

Documentation of current income- Documentation shall consist of as many of the following types of documentation as necessary to determine income:

- ☐ A letter from the source of the income
- ✓ A copy of the most recently signed and completed tax returns with a statement of current estimated income for tax purposes (i.e. profit/loss statement from month prior to application)
- ✓ Other business records, such as ledgers, receipts, or business logs
- ☐ Any non-business related income, such as Social Security or child support