



## Self Employment Documentation and Verification

The following is a list of accepted documentation for verification of self-employment. This process is usually done on a case-by-case basis according to the type of business you have. You are required to provide **at least two** of the documents listed below. At the discretion of the ELC of Manatee County, you may be asked for further documentation. We may also call any references given to verify validity.

Work Schedule Details: Dates, Hours worked, Clients Names and Contact Information

(this might include an appointment book or client log, etc.)

Business Licenses

Verification of taxes being paid (quarterly tax return)

Client References – signed and dated letter outlining services you provide

Checking Account Information showing business activity

Marketing materials, such as business cards, advertising, etc.

You may also bring additional information such as business receipts, etc.

The ELC of Manatee County reserves the right to limit hours of child care based on documentation received.

Child Care for **home-based businesses** is limited to **part-time care** (less than 6 hours per day). Parent must be able to show income equivalent to minimum of 20 hours of work per week.

Failure to comply with requests for documentation may result in denial or termination of child care services.

**Updated documentation for your self-employment is required at every 6 month redetermination appointment.**

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