



Please return to: Early Learning Coalition of Pasco & Hernando Counties

Caseworker: \_\_\_\_\_ Ext. \_\_\_\_\_

## 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 that you have. You are required to provide **at least two** of the documents listed below. At the discretion of the Early Learning Coalition of Pasco & Hernando Counties, 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 (Self Employment Log)

Business Licenses

Verification of taxes being paid (quarterly tax return)

Client References- signed and dated letter outlining services you provide

Checking Account information showing quarterly business activity

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

The Early Learning Coalition of Pasco & Hernando Counties reserves the right to limit hours of child care based on documentation received.

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 3 month redetermination appointment.**