

Language Assistance/Asistencia de idioma

This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.

Self-Employment Instructions Part I

Verification of Self-Employment Enterprises:

For parents currently self-employed, they will need to provide verification of existence of the business by one of the following forms of documentation:

- Current property titles, deeds, tax records, or rental agreement for the place of business
- Recent business bank statement
- Recent business phone, utility, or insurance bill
- Recent state sales tax return
- Business records that provide proof of income and expenditures, such as:
 - Copies of money orders or checks received and lists of individuals/customers served (if applicable)
 - Personal wage records with third-party signed verification
- Business registration or license (that is, DBA license or Assumed Name Certificate)

Verification of Self-Employment Income:

Parents at their initial eligibility determination and 12 month redetermination must verify self-employment income. Below are the allowable documents.

Established Self-Employment

To verify income for established self-employment business, we require one of the following documents from the most recent tax year and/or most recent quarter:

- IRS Form 1040 with IRS Schedule C, F, or SE federal income tax returns
- IRS Tax Transcript
- Any documents listed under New Self-Employment

New Self-Employment

To verify income for new self-employment enterprises, we require one of the following documents covering a time period within the previous three months:

- Statement of profit or loss
- Recent business bank statements
- Business records that document income and expenditures, such as:
 - Copies of money orders or checks received
 - Lists of and/or invoices for customers served with dates and identifying information (such as addresses)
 - Personal receipt books of business activity and amount
 - Personal payment records with third-party signed verification (such as notary)

Workforce Solutions Texoma is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Individuals with speech and/or hearing impairments may call 711 for assistance.



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1049 Self-Employment Instructions Part II

Self-employment Income: This is any money you or any members of your household earn working for yourself. It is not money you or any members of your household earn working for someone else. If you are in doubt, ask your caseworker. Please review "Self-Employment Instructions Part I" if applicable for additional required documentation.

You may choose to deduct a standard amount in lieu of itemizing expenses. If you choose to itemize your expenses, please provide receipts for operating expenses such as rent, utilities, gas booth rental, payroll, etc. as instructed below. If you choose to take the standard deduction for expenses, check such box below and sign and date form at the bottom.

Please select one:

- Itemized Expenses
 Standard deduction (30% of gross income)

Parent: If you choose to itemize your expenses and you or any members of your household have self-employment income, fill out the form 1049 Self Employment Form **for the past three months** and attach it to your application. Any income and/or expenses listed on 1049 Self Employment Form **must** have back up documentation in order to be counted. Use additional sheets of paper if needed. You will need to attach bills, receipts, checks or stubs, and any other business records you have to the 1049 Self Employment Form. These items can be copies, but please make sure the copies are legible, if they are not legible it can cause a delay in certifying your case for child care services. Please sign and date the 1049 Self Employment Form. Remember, this is your sworn statement.

1049 Self Employment Form: List your Hours Worked, Income Earned & Work Expenses **for the past three months**. Add the amounts for each column and complete the TOTAL at the bottom of the page. **Subtract your expenses from your total self-employment income and enter your Net Self-Employment Income.**

Expenses are your costs of doing business. Examples of expenses are supplies, repairs, rent, utilities, seed, feed, business insurance, licenses, fees, payments on principal of loans for income-producing property, capital asset purchases (such as real property, equipment, machinery, and other durable goods and capital asset improvements), your social security contribution for people who worked for you, and labor (not salaries you pay yourself). If you claim labor costs, list each person and the amount you paid them. If you have any other kinds of business expenses, be sure to list them and the date they were paid.

You may not claim:

- Rent, mortgage, taxes, or utilities on your business if it operates out of your home (unless these costs are separate from the costs of your home).
- Cost of goods you buy for the business but use yourself.
- Net business loss from a prior period.
- Depreciation.

Income includes money from sales, cash receipts, crops, commissions, leases, fees, or whatever you do or sell for money. If you have any other kind of income from your business, be sure to list it. Be sure to list dates the income was received.

Signature: _____

Date: _____

Note: You must complete the information requested; failure to do so will delay your determination for eligibility and assistance may be discontinued or denied.

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Workforce Solutions



Child Care Services

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Name	Address	Phone#

Description of self employment:

Month: _____ Month: _____

Day	Hours Worked	Income Earned	Work Expenses	Day	Hours Worked	Income Earned	Work Expenses
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
10				10			
11				11			
12				12			
13				13			
14				14			
15				15			
16				16			
17				17			
18				18			
19				19			
20				20			
21				21			
22				22			
23				23			
24				24			
25				25			
26				26			
27				27			
28				28			
29				29			
30				30			
31				31			

TOTAL: _____ TOTAL: _____

Net Self-Employment Income: _____ Net Self-Employment Income: _____

The above information is true, correct and complete to the best of my knowledge. I understand that giving false information to Workforce Solutions Texoma Child Care Services could result in the termination of my care and possible recoupment of Child Care funds.

Parent Signature: _____ Date: _____

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