

Area: Eligibility, Recruitment, Selection, Enrollment, and Attendance

Subject: EL14 – State Self-Employment Need

Reference: Title 5 Section 18086, Funding Terms and Conditions I.C and I.J

Policy: If the basis of need for child care is self-employment, verification of self-employment must be on file.

Procedure:

1. Self-employed parent/guardian must complete the top and bottom portion of the Employment Verification form. A combination of other business records must be attached to the Employment Verification form, such as business license, copy of the most recently signed and completed tax return, letters from clients, appointment books, or copies of quarterly estimated tax statements.
2. Child Care Specialist I will review the Employment Verification form and support documentation for accuracy.
3. Child Care Specialist I will verify that the nature of the work does not preclude the supervision of the family's child(ren).
4. Child Care Specialist I uses the support documentation and income documentation to determine child care hours needed. An additional thirty minutes before and thirty minutes after work hours shall be added to the approved work schedule for transportation. Additional transportation time shall be granted on a case by case basis when the parent/guardian transportation need exceeds the allowed thirty minutes.
5. Child Care Specialist I will enter the self-employment information into the need section of the KinderTrack database.

Supervised by: Coordinator of Early Childhood Programs

Performed by: Child Care Specialist I

Forms needed: Employment Verification

Frequency: Ongoing