

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 166

Program: Child Care

Subject: Acceptable Documentation for Verifying Work Hours for Self-Employed Parents

Date: October 31, 2007

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information on acceptable documentation for verifying work hours for self-employed parents when determining their child care eligibility.

WD Letter 53-07, issued August 28, 2007, and entitled “Child Care Eligibility: Calculating and Verifying Work Hours for Self-Employed Parents,” states that Boards may apply the federal minimum hourly wage to self-employed income in order to calculate a self-employed individual’s work hours if the individual:

- cannot provide verifiable documentation of work hours; and
- can provide verifiable documentation of income.

Boards have requested examples of acceptable verifiable documentation. They include the following:

- Quarterly federal tax returns;
- Signed year-to-date profit and loss statements for each business owned;
- Business ledgers, records, receipts, check receipts, and business statements;
- Customer contracts or work orders; or
- Calendar of work appointments and money earned through these appointments.

Please distribute this information to appropriate staff. Direct inquiries regarding this TA Bulletin to the assigned contract manager for your local workforce development area.