

**Illinois Department of Human Services**  
 YWCA Child Care Resource & Referral - Subsidy Department  
 RECORD OF SELF-EMPLOYMENT

Case #:

Date of Notice:

Client Name:

Return Address:

Business Name:

YWCA Child Care Resource & Referral

Address:

Child Care Assistance Program

City:

State:

Zip:

55 E. North Ave.

Daytime Phone:

Evening Phone:

Glendale Heights, IL 60139

**This self-employment income is for the reporting period of \_\_\_\_\_ through \_\_\_\_\_.**

(Should be a one-month period of time)

Because you are self-employed you are required to report all of you employment income and employment expenses to the YWCA Child Care Resource & Referral Child Care Assistance Program. In order to determine your eligibility for assistance you must provide us with accurate and complete records of the money you take in and the work expenses you pay out.

Please list in detail **income received:**

- The date you received income
- The source of your income
- Your gross income for that date

Please list in detail **business expenses:**

**Receipts for all expenses must be included**

- \*The date you paid
- \*The specific expense or what was purchased and from whom
- \*The amount you paid.
- \*If you do not have any business expenses you may list 0.

Expenses of producing income include but are not limited to things like inventory, materials, services, mileage, employee salaries and interest on loan payments. Depreciation, charitable contributions, capital equipment, entertainment and personal expenses are NOT considered expenses for Child Care Assistance purposes.

If you wish, you may use this form to keep your records. You are not required to complete this form but you are required to keep accurate records of your self-employment income and expenses. We need a copy of the record you choose to use.

**Below are some examples of how to complete this form**

BUSINESS INCOME			BUSINESS EXPENSES		
Date Rec'd	Income Source	Gross Income	Date Paid	Expense/Item Purchased/Paid to Whom	Amount
1/5/05	Mary Smith 1 haircut +tip	\$25.50	1/5/05	Booth rental from Sunshine Spa	\$150.00
1/10/05	Housekeeping for Jane Doe 15 hours	\$33.75	1/7/05	Cleaning materials-Walmart	\$15.79

