

INSTRUCTIONS ON HOW TO COMPLETE THE SELF-EMPLOYMENT WORKSHEET

TO BE COMPLETED BY ALL SELF-EMPLOYED APPLICANTS FOR DAY CARE SERVICES

APPLICANT INFORMATION

- ↳ Name
- ↳ Address
- ↳ Telephone
- ↳ Business name
- ↳ Business address
- ↳ Business telephone

FINANCIAL STATUS (FARM or BUSINESS)

I. BUSINESS INCOME

- ◆ Gross sales each month
- ◆ New inventory purchases
- ◆ Deduct new inventory purchases from gross sales to determine gross income.

II. BUSINESS-RELATED EXPENSES ONLY

- ◆ If telephone is not used exclusively for business, documentation should be produced to determine how much is business related.
- ◆ Supplies (*specify*) required to conduct self-employment.
- ◆ If heat/utilities are residential accounts, records such as Schedule C from last year's income taxes should be provided to determine how much is business related.
- ◆ If advertising contract is for more than three months, produce contract or other proof to determine percent of cost for one, two, or three month period,
- ◆ Provides statement or other proof to determine amount of Interest paid for one, two, or three month period.
- ◆ Provide contract or other proof to determine amount of Insurance for one, two, or three month period.
- ◆ Provide bank statements indicating amount of bank charges incurred for one, two, or three month period.
- ◆ Provide paid repair bills associated with repairs of required equipment incurred for one, two, or three month period.
- ◆ Provide tax bills required to be paid to determine pro-rated expense for one, two, or three month period.
- ◆ Provide required business vehicle logbook to determine monthly expenses.
- ◆ Provide contract or other proof to determine amount of rental charges required to be paid which were incurred for one, two, or three month period.
- ◆ Provide appropriate documentation to justify any other miscellaneous (*specify*) monthly expenses.

III. INCOME SUMMARY

- ◆ Total lines 4-15 for each month to determine total monthly business deductions.
- ◆ To determine net income for each month, deduct 16a from 3a, 16b from 3b, and 16c from 3c.

TO BE COMPLETED BY DSS

THREE MONTH TOTAL NET INCOME

Add month one, month two, and month three to determine three month total net income.

THREE MONTH AVERAGE NET INCOME

Divide three month total by three to determine three month average.