

SELF-EMPLOYMENT DOCUMENTATION AND VERIFICATION

The following is a list of accepted documentation for verification of self-employment. This process is usually done on a case-by-case basis according to the type of business you have. You are required to provide **at least two** of the documents listed below.

At the discretion of the ELC of Indian River, Martin and Okeechobee Counties, Inc., you may be asked for further documentation. We may also call any references given to verify their validity.

- Work Schedule Details: Dates, Hours worked, Clients Names and Contact Information (this might include an appointment book or client log, etc.) or use IRMO-SR14 Self Employment Tracking form / Work Calendar
- Business Licenses
- Verification of taxes being paid (quarterly tax return)
- Client References – signed and dated letter outlining services you provide
- Checking Account Information showing business activity

You may also bring additional information such as business receipts, etc.

Failure to comply with requests for documentation may result in denial or termination of child care services.

Updated documentation for your self-employment is required at every intake/redetermination/update.

