



Dear Applicant,

An applicant who meets the definition of self-employed may be eligible to apply for child care fee subsidy.

The City of London Child Care Fee Subsidy office has recently reviewed eligibility for Fee Subsidy for applicants who are self-employed. Effective August 1st 2016, eligibility is based on the requirement that a self-employed applicant must declare a minimum of \$13,500 as earnings indicated by line 150 on the Notice of Assessment in order to be eligible for full time child care fee subsidy. This amount is calculated as follows:

$\$11.25$ (minimum wage in September 2016) x 25 work hours a week x 48 weeks a year (4 weeks for vacation) = \$13,500

An applicant, who shows less than this minimum amount on line 150 of the Notice of Assessment may be eligible for fee subsidy at reduced hours.

Applicants will have one year from the start date of their business to show they are not operating at a loss. If an applicant is operating at zero income or a loss after one year in operation, further conversation will be needed to understand the need for child care fee subsidy.

When determining eligibility for Child Care Fee Subsidy, the start date of the business is the start date of self-employment, and not the start date of Child Care Fee Subsidy.

The start date of a business is the start date of self-employment and remains the same, regardless of the number of self-employed ventures undertaken.

When a two parent family applies and the spouse is the employee of the other spouse who is self-employed, then T4's or pay stubs will be requested to verify that their income declared is a business expense.

Therefore, upon application and annual review, any self-employed applicant must meet these requirements and submit documentation to this affect. If your Notice of Assessment shows less than \$13,500, no income or a loss of income, you may be eligible for part-time child care fee subsidy, or no longer be eligible for fee subsidy.

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THE CORPORATION OF THE CITY OF LONDON

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CANADA

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Declaration of Self-Employment

You are applying for Child Care Fee Subsidy as a self-employed person. Our office needs to have an understanding of the nature of your business, your business activities, and how you receive income from your business.

Effective September 1, 2016, you must provide the following information about your business before we can consider your application or ongoing eligibility for Child Care Fee Subsidy. Please answer the questions in the space provided and if more space is needed, please add additional pages. If the information is not fully completed, we will be unable to consider your application. If you have any questions, please contact the Children's Services office at 519-661-4834.

I, _____, declare that I am a self-employed person and have been since (dd/mm/yyyy) _____. I further declare that I work the following days, hours per day, and months out of the year.

Please fully complete the following – indicate all times that are applicable.

Day Worked	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours worked (per day)	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.
	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.

Please fully complete the following – indicate with an "X" in each box that is applicable.

Months Worked	January	February	March	April	May	June	July	August	September	October	November	December

Name of Business: _____

Business Address: _____

Business Phone: _____

I am under contract ☐ Yes ☐ No

If yes, please specify Contract Start Date (dd/mm/yyyy): _____

Contract End Date (dd/mm/yyyy): _____

My business is incorporated ☐ Yes ☐ No

If yes, please provide Children's Services with a copy of your Articles of Incorporation

I have a business registration and/or license ☐ Yes ☐ No

(which can include but is not limited to Taxi/Limo licenses)

September 8, 2016

If yes, please provide Children's Services with a copy of your registration/license

What is the nature of your business? What products and/or services are you selling?

Describe how you market/sell your product or services (for example: direct sales/service, trade shows, distributors, etc.).

What is your role in the business?

What other sources of income do you have to support your family's financial needs other than your business?

Do you have any partners in your business? ☐ Yes ☐ No

If yes, please list the partners

- 1)
- 2)
- 3)
- 4)

How do you claim your income for Income Tax purposes (for example: Employment income, commissions, self-employed income)?

I certify that the above information is true to the best of my knowledge and belief, and no information required to be given has been withheld or omitted.

I understand that I must report any changes in my employment activity to Children's Services when they occur. I further understand that failure to report such changes could result in the termination of my Child Care Fee Subsidy.

Applicant Signature: _____ Date: _____

Community Support Associate Signature: _____ Date: _____

All submitted documents will be retained by the Corporation of the City of London for a period of not less than nine (9) years.

Notice of Collection of Personal Information: The personal information collected on this form is collected under the authority of the Early Years and Child Care Act and will be used to determine eligibility for Child Care Fee Subsidy. Questions about the collection of person information may be directed to Children's Services.

September 8, 2016