

Self-Employment Policies

As a parent needing child care for my self-employment:

(Parent initials)



_____ 1. I authorize Pathways to verify all information regarding my self-employment, including but not limited to my scheduled hours, rate of pay, pay period, or additional compensation.

_____ 2. I understand that I may only use child care services during this certification period for the purpose of employment at the job I have reported to Pathways.

_____ 3. I understand that it is my responsibility to inform Pathways of **any** changes within 5 calendar days. This includes, but is not limited to, changes in my scheduled work hours, pay rate, and place of employment.

_____ 4. I understand that I am responsible for providing Pathways with accurate documentation regarding my income. This includes, but is not limited to, pay stubs, list of clients and amounts paid, most recently signed and completed tax returns, quarterly estimated tax statements, or other records to support the reported income.

_____ 5. I understand that I must submit income information at my yearly recertification, during any update in my application, or at any time deemed necessary by Pathways.

_____ 6. In addition to my income from my self-employment, I am required to submit copies of documentation of all non-wage income (such as CalWORKs grant, child support, alimony, etc.)

_____ 7. I am required to submit a combination of documentation to establish my income eligibility including but not limited to, a letter from the source of income, copy of most recently signed and completed tax returns with a statement of current estimated income for tax purposes, and/or other business records, ledgers, receipts, business logs, etc.

_____ 8. I am required to submit verification of my self-employment and Pathways has the right to verify all information submitted, such as appointment logs, client receipts, job logs, mileage logs, a list of clients with contact information, copy of business license, a workspace lease, a workspace rental agreement, etc.

_____ 9. Pathways may contact my clients, review my bank statements, and/or confirm information from my advertisement or web site in order to verify my income and need for child care services.

I understand that my failure to comply with the rules of the program or terms of this self-employment agreement may result in the immediate termination of child care services in which case I become solely responsible for paying for all of my child care costs. In addition, I understand that I may not alter the terms of this agreement without prior written approval from Pathways and that Pathways reserves the right to request additional documentation regarding my self-employment.

I have read and fully understand and agree with the terms of these self-employment policies.

Parent Name: _____ Date: _____

Parent Signature: _____

Child care fraud is a crime. Pathways will use all legal means to recover funds paid out due to fraudulent or incomplete information.