



County of Simcoe
Social and Community Services
Children & Community Services
Department
1110 Highway 26,
Midhurst, Ontario L9X 1N6
Main Line (705) 722-3132
Beeton Area (905) 729-4514
Fax (705) 725-9539
simcoe.ca

Comté de Simcoe
Services sociaux
et communautaires
Services à l'enfance
et à la communauté
1110, autoroute 26,
Midhurst, Ontario L9X 1N6
Ligne principale (705) 722-3132
Région de Beeton: (905) 729-4514
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To Whom It May Concern:

You are applying for child care fee subsidy for your self-employment activities. For the purposes of fee subsidy, self-employment is defined as any person who is the sole proprietor/in partnership of a business and/or pay their own taxes to Canada Revenue Agency (CRA).

Applying for fee subsidy within the County of Simcoe:

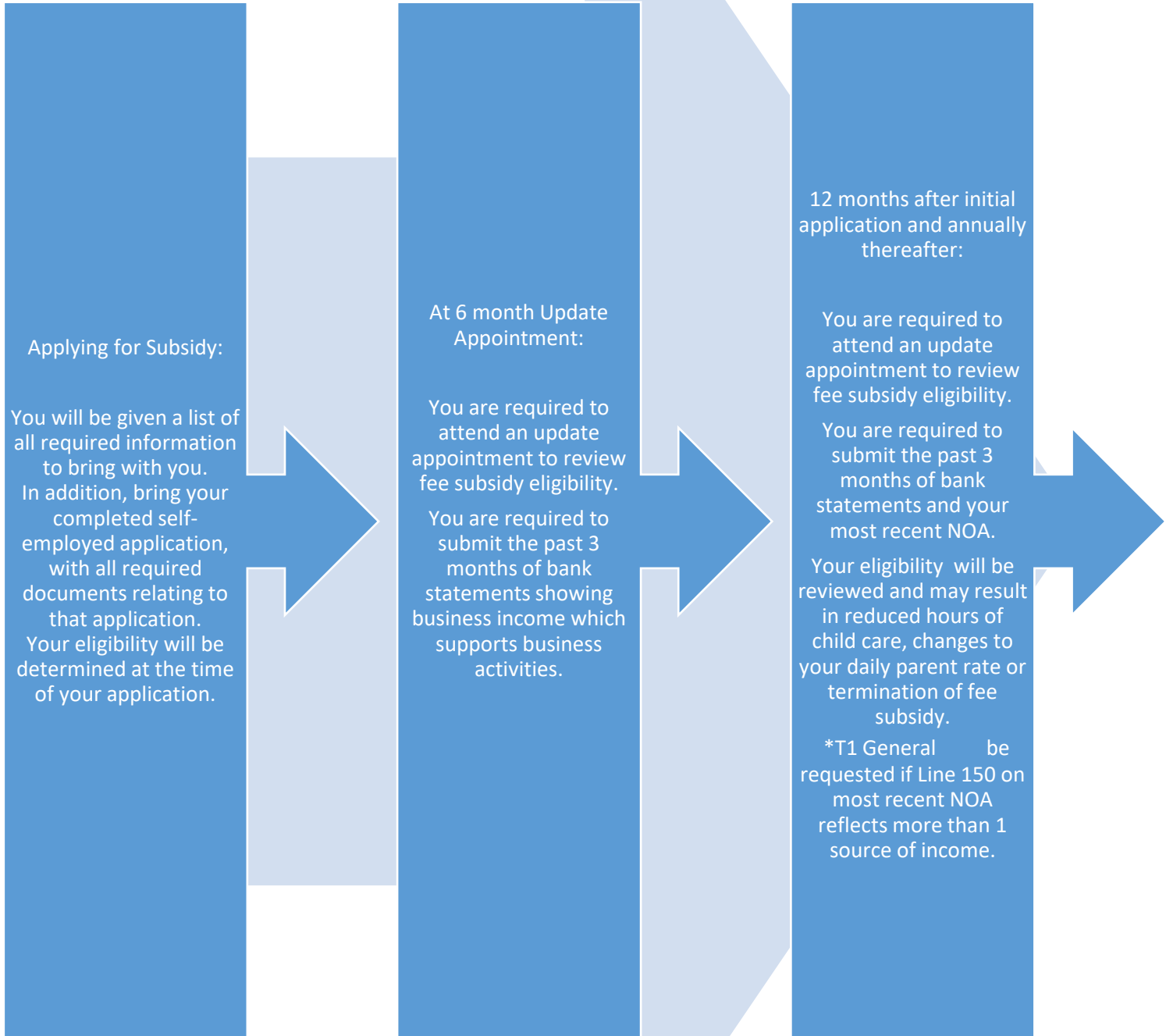
- **You must submit one of the following documents with this Self-Employed Application:**
 - ✓ **Master Business License (Service Ontario) OR**
 - ✓ **Business Name Registration (Local Municipality) OR**
 - ✓ **Official document stating HST number OR**
 - ✓ **Certificate of Incorporation**
- **Your most recent personal Notice of Assessment (NOA).**
- **Verification of separate bank account for business activities only.**

Resources:

- To obtain income tax documents (e.g. NOA) from Canada Revenue Agency, call 1-800-959-8281.
- To apply for a Master Business License, contact 1-800-567-2345 or http://www.ontario.ca/en/services_for_business/STEL02_039990
- To obtain a Business Name Registration, please contact your local Municipality.

What you need to know:

- You are required to maintain a separate bank account for self-employed business income and expenses.
- Your business income must be reported/declared to Canada Revenue Agency.
- Your most recent Notice of Assessment (NOA) is a required document every year. Line 236 of your NOA is required to determine your daily parent rate and Line 150 of your NOA is required to determine your eligible hours of child care.
- The information you provide in the Declaration of Self-Employment – Questionnaire will be used when determining eligibility.
- You are required to attend an update appointment to review fee subsidy eligibility. Bank statements for the past 3 month period showing business income which supports business activities, will be required. Approved hours of child care may be reduced.
- Once you have been in receipt of child care subsidy for 12 months, your self-employment income must reflect minimum wage on Line 150 of your Notice of Assessment. Failure to show minimum wage after 12 months may result in reduced hours of care. As such, failure to show minimum wage on Line 236 after 36 months will result in termination of your child care subsidy.
- The business income and expenses you report to Canada Revenue Agency must be the same as what is claimed to subsidy; undeclared cash jobs are not eligible for subsidy.
- Verification of all sources of household income must be provided at the time of application.





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Self-Employed Declaration Form

I, _____ and I, _____

acknowledge that I have provided all the required information regarding my business _____ for the purposes of my fee subsidy application to be processed.

I/we understand that it is my obligation to report any changes immediately to my Child Care Representative. Changes may be specific to my business activities, such as hours of work each week and/or bank statements.

I/we understand that should Line 150 on my Notice of Assessment reflect other sources of income, I/we must declare how that income was acquired (i.e. rental income, withdrawal from RRSP contributions and spouse with earnings).

Failure to report any changes regarding my self-employed business and/or income will result in an overpayment and possible termination of my Child Care Fee Subsidy.

Applicant	Signature	_____
	Date	_____

Child Care Representative	Signature	_____
	Date	_____

NOTICE WITH RESPECT TO THE COLLECTION OF PERSONAL INFORMATION
 (Municipal Freedom of Information and Protection of Privacy Act)

This information is collected under the legal authority of the MEDU and CCEYA for the purpose of administering Children's Services fee subsidy.
 If you have any questions concerning the collection of this information, please contact:
 Corporation of the County of Simcoe
 Children and Community Services Department
 Administration Centre
 Midhurst, Ontario L9X 1N6
 (705) 722-3132 ext. 1164

Self-Employed – Questionnaire

**Please complete all areas of this declaration, legibly and with ink.
Bring this with you to your child care fee subsidy appointment:**

Applicant 1 Name:	Phone Number:
Applicant 2 Name:	Phone Number:
Home Address:	

Business/Sole Proprietor Name:
Phone Number:
Business Address:

	YES	NO
Do you pay your own taxes to Canada Revenue?		
Are you the sole owner of the business?		
Is the business incorporated? <i>If yes, please attach certificate of incorporation.</i>		
Are there any other persons with a financial interest in the business?		
Do you experience the financial losses and profits of the business?		
Do you own the products or the services provided by the business?		
Do you provide the tools required to do the work of the business?		
Do you have other sources of income? i.e. rental property income, additional work.		

Nature of Business			
	Housekeeping		Consultant
	Hairdresser/Esthetician		Health Practitioner
	Performing Arts/Musician/Artist		Truck Driver
	Restaurant		Courier and/or Mover
	Taxi and/or Limousine Driver		Landscaping/Snow Removal
			Vendor and/or Kiosk Owner
			Contractor
			Massage Therapy
			Other, please specify:

I certify that the above information is true 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 subsidy and/or recovery of child care fees paid on my behalf.**

Applicant Signature	Date
Child Care Representative Signature	Date

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