



Social and  
Community Services

County of Simcoe  
Early Learning and Child  
Care System Management  
1110 Highway 26,  
Midhurst, Ontario L9X 1N6  
Main Line: 705-722-3132  
Toll Free: 1-800-263-3199  
[simcoe.ca](http://simcoe.ca)

Comté de Simcoe  
Gestion des systèmes  
d'apprentissage et de  
garde des jeunes enfants  
1110, autoroute 26,  
Midhurst, (Ontario) L9X 1N6  
Ligne principale 705-722-3132  
Sans frais 1-800-263-3199  
[simcoe.ca](http://simcoe.ca)

---

## SELF-EMPLOYED PACKAGE

For the purpose of fee subsidy, a self-employed person is the sole proprietor which is both the owner and operator of the business who benefits from the profits and suffers from the losses of the business (Ontario Labour Law), a person who is a full or part owner of an Incorporated Business or a person working as a dependent/independent contractor for a company that does not pay taxes on their behalf.

**One** of the following documents is required to apply for child care fee subsidy as a self-employed individual:

- Master Business License (Service Ontario or [Nuans Canada](#))
- Business Name Registration ([How to register - Canada.ca](#))
- Official document stating HST Number
- Certificate of Incorporation.

**All applicants must submit their most recent Income Tax Notice of Assessment. This is used to determine your financial eligibility and the amount you will be required to pay for child care.**

Important Information about Eligibility:

- Business income must be reported/declared to CRA and subject to taxes. Work completed for cash, not declared to CRA will not be eligible for fee subsidy.
- Pending financial eligibility and the receipt of all required documentation, applicants may be approved to access child care fee subsidy 5 days per week for 24 months (2 years) from the date of initial application OR from the date in which an ongoing applicant becomes Self-Employed.
- Applicants are responsible for advising their Child Care Representative immediately if they cease to operate as a self-employed individual.
- Applicants are required to complete an Electronic or Telephone update up to twice each year. At this time, your Child Care Representative will confirm that you are continuing to work full time and that you shall continue to be eligible to access care as approved.
- After 24 months, the gross income reported on T1 General-lines 13499 (Business Income), 13699 (Professional Income), 13899 (Commission Income), 14099 (Farming Income) or 14299 (Fishing Income) or line 8299 T2125 (Statement of Business Income) will be used to determine the number of days approved.
- The gross amount reported will be calculated based on the current

minimum wage x 7 hours of work per day throughout the course of 52 weeks to determine how many days will be approved. The number of days approved will be reassessed annually upon receipt of updated tax information. Subsidy will be terminated if the gross income reported does not meet minimum wage x 4.33 days per month, or 1 day per week.

- Where one applicant is a sole proprietor (the only person listed on a Business License), the other applicant may not be approved as an equal owner of the same business. Both applicants would be required to be listed on the business documents or, one would need to be a paid employee of the other. Both would be required to verify income is reported to CRA and meets eligibility requirements.

## SELF-EMPLOYED QUESTIONNAIRE

Self-Employed Applicant's Name:

Home Address:

Phone Number:

Business Name:

Business Address:

### Business Information

Please check the description that best applies to your Self-Employed Business

Sole Proprietorship/Business Owner

Incorporated Business

Independent/Dependent Contractor (Uber, Home Care Worker, Labourer)

Other- Describe:

Please describe the nature of your business or the type of work you do:  
(Contractor, Health Care Worker, Massage Therapy, Driver, etc.)

Please indicate the days and hours you typically work each week:

Sunday   Monday   Tuesday   Wednesday   Thursday   Friday   Saturday  
Daytime (8am-6pm)   Evenings (5pm and later)   Weekends   Overnights

**Acknowledgements**

Signing below confirms I have read and understood all requirements and responsibilities as an applicant in receipt of Child Care Fee Subsidy.

I certify the information provided within the self employment package is true and, no information has been withheld or omitted.

*You understand that by typing in the box below, you're signing this form, which has the same effect as if you had provided a handwritten signature*

Type your first and last name in the box below.

Date: Click or tap to enter a date.

## SELF-EMPLOYED DECLARATION

|   |  |   |
|---|--|---|
| Self-Employed Applicant's Name:   |  |   |
| Business Name:  |  |   |
| <b>Information Provided for Application</b>   |  |   |
|   | Master Business License  | <b>NOTE:</b><br>only 1 document required for each self-employed business – only required once |
|   | Business Name Registration   |   |
|   | Official Document stating HST Number   |   |
|   | Certificate of Incorporation   |   |
| <b>Acknowledgements</b>   |  |   |
|   | I understand that it is my responsibility to report any changes to my Child Care Representative.   |   |
|   | I understand that all income earned while accessing subsidized child care must be declared to CRA.   |   |
|   | I understand that my eligibility for child care fee subsidy is based on my income reported on Line 236 on my most recent Notice of Assessment AND after 24 months of self-employment or being in receipt of fee subsidy, the days approved will be based on my income reported to CRA. |   |
| <b>Signature(s)</b>   |  |   |
| <p style="color: red; margin: 0;"><i>You understand that by typing in the box below, you're signing this form, which has the same effect as if you had provided a handwritten signature</i></p> <p style="margin: 5px 0 0 0;">Type your first and last name in the box below.</p> |  |   |
| Date:   |  |   |

Self-Employed Declarations are Required at Each Update

Update: 26-Feb-25