



## **CHILD CARE FEE SUBSIDY Self-Employment Information Package**

Dear Client,

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

### **What is required to apply for child care fee assistance:**

- Submission of one of the following:
  - Master Business License (Service Ontario) OR
  - Official document stating HST/GST number OR
  - Incorporation papers
  - For dependent contractors – letter from employer
- Your most recent personal Notice of Assessment (NOA)
- Completed Self-employment package

### **What you need to know:**

- The information you provide in the Self-Employment package will be used when determining eligibility.
- You are required to complete a review of eligibility each year.
- 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.

The personal information collected on this form is collected under the authority section 9 of O. Reg. 138/15 of the Child Care and Early Years Act, 2014, and will be used to determine and verify initial and ongoing eligibility for Child Care Fee Subsidy and administer the delivery of Child Care Fee Subsidy and the Early Years Community Plan by the City of London, Child Care and Early Years. By using this online portal, you are consenting to receive electronic communications from the City of London for the purposes related to this program. Questions about the collection of this personal information can be directed to Manager, Child Care and Early Years, P.O. Box 5045, 355 Wellington St., Suite 248, London, ON N6A 3N7. Tel: 519-661-4834, Email: [childcare@london.ca](mailto:childcare@london.ca)

If you need this in an accessible format, contact Child Care & Early Years at 519-661-4834 or [childcare@london.ca](mailto:childcare@london.ca).



London  
CANADA

## Self-Employment Statement

### Personal Information

|                      |         |                               |             |
|----------------------|---------|-------------------------------|-------------|
| Given Name           | Surname | Date of Birth<br>(YYYY-MM-DD) | Telephone # |
|                      |         |                               |             |
| Current Home Address |         |                               |             |

### Business Information (submit business license, official document stating HST/GST number or certificate of Incorporation with this statement)

|                      |  |
|----------------------|--|
| Name of Business     |  |
| Address of Business  |  |
| Business Telephone # |  |

When did you start your business? \_\_\_\_\_

Are you the sole owner of this business?     Yes     No

If no, how many partners do you have? \_\_\_\_\_

Is the business incorporated? \_\_\_\_\_

What is the nature of your business? \_\_\_\_\_

What are the hours and days of operation? \_\_\_\_\_

I certify that this is a true and accurate statement of my self-employed business and that I have read and understand the Self-employed information provided. This statement will be updated annually.

I understand that I must report any changes in my employment activity to Child Care & Early Years 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (YYYY-MM-DD)

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## Self-Employment Declaration Form

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

I understand that it is my obligation to report any changes immediately to my Community Support Associate. Changes may be specific to my business activities, such as hours of work each week.

Failure to report any changes regarding my self-employed business will result in possible termination of my Child Care Fee Subsidy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (YYYY-MM-DD)

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