Self-Employment Information Packet

Dear Self-Employed Parent:

The Department of Early Education and Care (EEC) provides financial assistance for early education and care to Massachusetts families who meet specific eligibility requirements. Those requirements include income criteria and a documented service need, i.e. reason for needing care. Your eligibility for EEC financial assistance cannot be determined unless you provide sufficient information to verify both your income and service need.

In order to help you understand EEC’s policies regarding self-employment income and the information that you will need to provide to determine your eligibility for EEC financial assistance, EEC has prepared this self-employment information packet. This packet includes a copy of the following documents:

- *EEC Verification of Employment* form;
- *IRS Form 4506-T, Request for Transcript of Tax Return*; and
- *Summary Table of Documentation Requirements for Self Employed Families*, which lists the documentation that you must provide to determine your eligibility for EEC financial assistance.

Please note that in addition to providing information about income, self-employed parents, like all parents applying for EEC financial assistance, must also document their service need, or reason for needing care. The attached *EEC Report of Self-Employment Earnings* form includes a section that asks you to provide information about your work schedule and the number of hours per week that you work. If your self-employment can be verified by another party (e.g., clients, customers, suppliers), you will also be required to complete and submit the attached *EEC Verification of Employment* form. The purpose of this form is to document your self-employment, the number of hours per week that you work, and the amount of income that you receive for these hours of work.

Please be advised that EEC will keep your personal information confidential and will share this information with outside persons or entities only to the extent necessary to determine and verify your eligibility for EEC financial assistance.

We hope the attached information is helpful and makes the process of applying for EEC financial assistance easier for you. If you have questions or need additional information, please contact EEC at <insert EEC contact phone number or e-mail address>.

Sincerely,