

Self-Employment Requirements for Child Care Subsidy

All self-employed Parents/Guardians, including independent contractors, must complete this questionnaire. One questionnaire is to be completed for each parent/guardian that is self-employed or working as an independent contractor. If both parents/guardians are working for the same business each parent/guardian needs to submit their own questionnaire. This questionnaire provides information to support your child care subsidy application and will be used to determine your eligibility for this service. Self-employed parents/guardians must be able to demonstrate that the amount of child care subsidy provided corresponds to the time spent engaged in the self-employment activity.

For the purposes of child care subsidy, a self-employed person is defined as anyone that is both the owner and operator of a business. Whether the sole proprietor of the business or in partnership with others, they benefit from the profits and suffer from the losses of the business. If you are an independent contractor, meaning that you perform contract work for a third-party and do not have CPP, EI, or Income Tax deductions taken from the source, ensure that you check off the appropriate box in the business information section as this type of self-employment is assessed differently.

What You Need To Know

- Your business income must be declared to Canada Revenue Agency annually.
- Undeclared cash jobs are not eligible for assistance through Child Care Subsidy.
- Your business must be able demonstrate a net profit to qualify for subsidy.
- New businesses will be given up to one full tax year to demonstrate earnings of at least minimum wage based on the hours of operation.
- If approved, but business income later declines, child care subsidy may be reduced or terminated.
- After one full tax year the following calculation is used to determine the hours of child care that can be approved by Child Care Subsidy:

Net business income / minimum wage / 25 hours weekly / 5 hours per day = total days that can be approved

What You Need To Provide (Self Employed Parents/Guardians Only)

One of the following:

- ✓ Master Business License or Business Name Registration
- ✓ Official document stating HST number
- ✓ Certificate of Incorporation
- ✓ Independent Contractor Agreement

And:

- ✓ Your completed Self-employment Questionnaire (this document)
- ✓ Your most recent Notice of Assessment (NOA)
- ✓ T1 General also to be provided if your most recent Notice of Assessment reflects other income sources in addition to self-employment income

* The information listed above is in addition to all other documentation normally required for a child care subsidy application. Your submitted package runs the risk of being declined and returned to you if it is incomplete or if it is filled out incorrectly. If you have any questions related to the completion of this questionnaire or the submission of required documentation, please contact our office at ccs@regionofwaterloo.ca or 519-575-4400.

Self-Employment Questionnaire

Section 1 – Personal Information

Parent/Guardian Name		Phone Number	
Home Address		If your business address is different than your home address, please state your business address	
Is your spouse (if applicable) involved in the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is their role?	

Section 2 - Business Information

Business Name		Business start date (month/year)		
Nature of Business	<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Consultant	<input type="checkbox"/> Health Practitioner	
	<input type="checkbox"/> Hairdresser/Esthetician	<input type="checkbox"/> Truck Driver	<input type="checkbox"/> Independent Contractor	
	<input type="checkbox"/> Performing Arts/Musician/Artist	<input type="checkbox"/> Courier and/or Mover	<input type="checkbox"/> Tradesperson	
	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Landscaping/Snow Removal	<input type="checkbox"/> Massage Therapy	
	<input type="checkbox"/> Taxi/Uber/LYFT/Limo Driver	<input type="checkbox"/> Store/Franchise Owner	<input type="checkbox"/> Sales	
	<input type="checkbox"/> Other, please specify			

Have you filed an income tax return for this business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Did you declare any other forms of income on your most recent tax return? *If yes, your T1 General will also be required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please indicate other income sources:	<input type="checkbox"/> Employment Income	<input type="checkbox"/> Registered Retirement Savings Income	<input type="checkbox"/> Taxable Disability Benefit Income
	<input type="checkbox"/> Employment Insurance Income	<input type="checkbox"/> Canada Pension Plan or other Pension Income	<input type="checkbox"/> Foreign Employment Income
	<input type="checkbox"/> Tuition (ex. OSAP), Bursary, Grants, or Scholarship Income	<input type="checkbox"/> Workplace Safety Insurance Board Income	<input type="checkbox"/> Taxable Dividends
	<input type="checkbox"/> Interest or Investment Income	<input type="checkbox"/> Rental Income	<input type="checkbox"/> Old Age Security Income
	<input type="checkbox"/> Other, please specify:		

Important Reminder: Your most recent Notice of Assessment (NOA) will need to be provided as part of the application for Child Care Subsidy. If your NOA reflects other income sources in addition to self-employment income, you will also be required to submit your T1 General.

Is your business registered?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is your business incorporated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you have any partners in your business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	What is your percentage of the business?	%
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What is your role in the business?

How do you pay yourself?	<input type="checkbox"/> Draw <input type="checkbox"/> Hourly Wage <input type="checkbox"/> Salary	What is your estimated monthly wage/salary?	\$
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Have the hours you work for this business increased since the time you filed your taxes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please explain:

Section 3 – Business Requirements

Please outline your work schedule in the box below including the months your business operates, the days you work (ex. Mon, Tues and Fri), and the hours you work. If you have documents that support what is outlined below, please also submit these documents (ex. invoices, pay statements, a schedule, space rentals, etc.).

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Will you be submitting supporting documents to verify the information outlined in Section 3?

Yes

No

I certify that the above information is true and no information required to be given has been withheld or omitted.

I understand that any changes to employment activities must be reported to the Child Care Subsidy Office when they occur.

I understand that failure to report changes could result in the termination of my Child Care Subsidy and/or recovery of subsidies paid on my behalf.

Parent/Guardian Signature

Date

Notice with Respect to the Collection of Personal Information (Municipal Freedom of Information and Protection of Privacy Act)

To the extent that the foregoing information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M.56 as amended, the information is subject to provisions of that Act and will be used to collect information as it relates to your application for Child Care Subsidy. Questions about the collection of personal information should be directed to the Child Care Subsidy office at (519) 575-4400 or by email ccs@regionofwaterloo.ca.

Resources for Self-Employed Families:

- To obtain income tax documents (e.g. NOA) from Canada Revenue Agency, call 1-800-959-8281 or visit <https://www.canada.ca/en/revenue-agency/services/e-services/digital-services-individuals/account-individuals.html>
- To apply for a Master Business License, contact 1-800-567-2345 or visit <https://www.ontario.ca/page/business-services>
- To obtain a Business Name Registration, please contact your local municipality.
- Waterloo Region Small Business Center: <https://www.waterlooregionsmallbusiness.com/>