

**THE DEPARTMENT OF EARLY EDUCATION AND CARE
SUBSIDIZED CHILD CARE
SELF-EMPLOYMENT COVER LETTER**

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, or 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.

To help you understand EEC's policies regarding self-employment income and the information you will need to provide to determine your eligibility, EEC has prepared this self-employment information packet, which includes a copy of the following documents:

- EEC Report of Self-Employment Earnings form;
- EEC Employment Verification form; and
- IRS Form 4506-T, Request for Transcript of Tax Return.

Self-employed parents, like all parents applying for EEC financial assistance, must document their service need or reason for needing care. 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 Employment Verification form. The purpose of this form is to document your self-employment and the amount of income that you receive.

Please be advised that EEC will keep your personal information confidential and will not share this information with outside persons or entities, unless 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 your Subsidy Administrator for assistance.

Sincerely,

Effective Date: March 1, 2019