

CCFAP Self-Employment Verification Checklist

Overview

Please submit all forms listed below for each type of self-employment business that supports your Child Care Financial Assistance Program (CCFAP) application. Contact your regional [community child care support agency](#) for additional questions.

The caretaker must submit the previous calendar year's taxes covering a 12-month period. If the previous calendar year's taxes are not available but the self-employment business is over two years old, please contact your regional community child care support agency for assistance or refer to [CDD.1125 Self-Employment Policy](#), Section B for further guidance.

Start-Up Business

If the business is less than two-years old and there are no taxes filed or taxes have been filed for less than 12 months, the caretaker must submit the [Statement of Self-Employment Form](#) showing income for a 12-month period.

Sole Proprietor

- ☐ Form 1040
- ☐ Form 1040, Schedule 1
- ☐ Schedule C
- ☐ Business plan
- ☐ Form 4562, if depreciation is claimed on line 13 of Schedule C

Joint Venture

- ☐ Form 1040 with a filing status of married, filing jointly
- ☐ Form 1040, Schedule 1
- ☐ An individual Schedule C or Schedule F for each party
- ☐ An individual business plan for each party
- ☐ Form 4562, if depreciation is claimed on line 13 of Schedule C or line 14 of Schedule F

Farm

- ☐ Form 1040
- ☐ Form 1040, Schedule 1
- ☐ Schedule F
- ☐ Business plan
- ☐ Form 4562, if depreciation is claimed on line 14 of Schedule F

Partnership

- ☐ Form 1040
- ☐ Form 1040, Schedule 1
- ☐ Form 1065
- ☐ Schedule K-1
- ☐ Business plan
- ☐ Form 4562, if depreciation is claimed on line 16c of the partnership tax form

S Corporation

- ☐ Form 1040
- ☐ Form 1040, Schedule 1
- ☐ Form 1120S – S corporation tax return
- ☐ Schedule K-1
- ☐ Business plan
- ☐ Form 4562, if depreciation is claimed on line 14 of the S corporation tax form

To receive this information in an alternative format or for other accessibility requests, please contact:

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