Self-Employment Verification Form

(Hot Sheet)

CF/R-27 Revised 1/11

(Mandatory)

This form may be used to verify the employment of self-employment parents/guardians enrolled in a full day program. It is kept in the Parent section of the family file.

To complete this form:

1) Parent/Guardian completes the form.
2) Print Parent/Guardian name.
3) Print Business Name, Business Address, and Business Phone Number.
4) Check the appropriate boxes for questions 1 through 7 and attach any necessary documents for verification.
5) Check the appropriate box that describes the primary nature of the parent/guardian's self-employment.
6) Check the appropriate box that best describes the basis of the parent/guardian's income.
7) Print the total number of hours per day normally worked.
8) Print the average number of days worked per week.
9) Circle yes or no if days worked vary.
10) Circle yes or no if hours vary.
11) Print the time parent/guardian normally works.
12) Circle the days that are normally worked.
13) Parent/Guardian signs and dates.