



# CHILD CARE ASSISTANCE PROGRAM

Division of Public Assistance  
 Child Care Program Office  
<http://dhss.alaska.gov/dpa/Pages/ccare>

Office Use Only

## SELF-EMPLOYMENT INCOME / DEDUCTION WORKSHEET

First and Last Name of Parent:	Month/Year:	SSN (Optional):
Business Name on your State of Alaska Business License:	Type of Business:	Year-Round Employment? <input type="checkbox"/> Yes <input type="checkbox"/> No Seasonal Employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If seasonal, which months: _____

The items listed below are allowable for the Child Care Assistance Program. To ensure the appropriate cost or deduction is given, please provide copies of receipts for each item used in your self-employment venture. Your receipts must be in good order with the specific item identified.

### Gross Monthly Self-Employment Income and Allowable Costs of Doing Business

1. <b>Gross Monthly Income</b>	\$
<b>Monthly costs of doing business (allowable deductions from gross monthly income) Select One:</b> <input type="checkbox"/> I do not have expenses <input type="checkbox"/> I am requesting the standard 50% deduction <input type="checkbox"/> I incur more than 50% in expenses (list the expenses below)	
2. Labor costs to include payments to or for an employee's: gross wages; life and health insurance premiums; mandatory employer contributions to employee benefits plans such as unemployment insurance and social security	
3. Stock and inventory, including the actual amount plus tax of a product purchased for resale	
4. Interest payments on the purchase of income-producing real estate; capital assets; equipment and/or machinery	
5. Insurance premiums, taxes, assessments, and utilities on income producing property. If business is located in your residence, the percentage of the home used for the business and the cost of that percentage of the mortgage interest, insurance, taxes, and utilities is allowed.	
6. Service, maintenance, and repair of business property and business equipment	
7. Rental costs of business property and business equipment. If the business is located in your residence, only the amount of the rent/lease applicable the percentage of the home used for the business is allowed.	
8. Business supplies	
9. Advertising	
10. Licenses and permit fees	
11. Legal and professional fees such as fees to lawyers and accountants	
12. Business travel, including costs incurred by the self-employed individual and employees to travel outside their community: to sell goods or services; purchase business equipment; and seek repair for business equipment. Include only the portion of travel costs attributable to the business.	
13. Vehicle maintenance and repairs. If vehicle is used over 50% of the time for the business include: gas; oil; registration and licensing fees; and replacement of worn items such as tires. If used less than 50% of the time for the business a flat rate per mile is allowed based on the current IRS Standard Mileage Rate.	
14. Interest paid on loans to purchase durable goods	
15. Purchase of non-durable items	
16. Other expenses (describe):	
<b>17. Total Allowable Deductions (add all deductions from lines 2-16 above)</b>	<b>\$</b>
<b>Adjusted Self-Employment Income (subtract the total allowable deductions on line 17 from the gross monthly income on line 1)</b>	<b>\$</b>

I certify the information in this Self Employment Income/Deduction Worksheet is correct and complete.

Signature of Self-Employed Parent: \_\_\_\_\_

Date: \_\_\_\_\_