

## 09 Self Employment Verification

**REVISION 05**  
(07/01/08 – 09/30/08)

The participant must provide verification of self employment income and expenses. Follow the [verification process](#) when verifying income and expenses. This verification may include, but is not limited to, the following:

- Bookkeeping records
- Business ledgers listing income amounts received and expenses incurred
- Actual receipts
- Contracts for work
- Statements from patrons and companies
- Most recent income tax returns

**NOTE** The most recent income tax return is acceptable as verification of self employment income and expenses when the participant indicates it accurately reflects the participant's current income.

- Rent receipt or tax statements for business property
- Mortgage receipt
- Utility cost and cleaning cost bills
- Business location and equipment maintenance
- Personal records indicating personnel salaries or costs of outside labor, such as cancelled checks and payroll checks

Have the participant sign the Authority to Release (FA-059) form to contact any companies or businesses involved.

**NOTE** When [blood sales](#) are indicated, have the participant sign the Verification of Plasma Income (FA-062) form.

When [self employment expenses](#) are not verified using the verification process, determine eligibility without those deductions.

**MA EXCEPTION**

When the self employed participant did not file a tax return or keep business records of self employment expenses complete one of the following:

- Obtain hard copy verification of self employment expenses.
- Determine eligibility without self employment expense deductions