



SELF-EMPLOYMENT COVER SHEET
Income and Expense

Participant Name: _____ Client/Recipient ID: _____
(Print First & Last Name)

Month/Year: _____

FOR MWA USE ONLY BELOW
(To Be Completed By MW! Staff)

Total Revenue – Expenses = Net Business Sales* Net Business Sales / Federal Min. Wage = Monthly Actual Hours
_____ - _____ = _____ / _____ = _____

Monthly Actual Hours / Number of Weeks in Month (Per TANF Calendar) = Average Weekly Hours
_____ / _____ = _____

Name of MW! Staff Verifying Information

Please Print: _____ Date: _____
(First & Last Name)

MW! Staff Title: _____

ALL DOCUMENTATION OF INCOME AND EXPENSES MUST BE ATTACHED TO THIS COVER SHEET.

Per WDASOM policy self-reporting by a participant without additional verification is not sufficient documentation.

Guidelines used for determining allowable self-employment activities and allowable self-employment expenses must be consistent with the countable self-employment income guidelines used by DHS in determining TANF eligibility. These guidelines can be found in DHS Bridges Eligibility Manual 502 at <http://www.mfia.state.mi.us/olmweb/ex/bem/502.pdf>