

HOW CAN YOU TRACK INCOME TO YOUR CHILD CARE BUSINESS?

1

You can use My Food Program to calculate the amount to invoice a parent based on that child's attendance information.

You enter their rates:

Rate Type

Rate

My Food Program uses that information to generate an invoice:

Example Provider 1 Invoice #1000

Tax ID: 345 Elm Street, Carmel IN 12345
Phone: (651) 433-7345 Email: Invoice Date: 08/05/2022

Bill To: Nicole Allen

Number	Date From	Date To	Date Printed
1000	08/01/2022	08/05/2022	08/23/2022

Child Name	Quantity	Rate	Rate Type	Sub-Total
Matthew Allen	0.00	\$0.00	Week (School Day Rate)	\$0.00
Matthew Allen	1.00	\$200.00	Week	\$200.00
Sub-Total:				\$200.00

2

You can track payments on invoices and provide a completed W-10 to parents at the end of the calendar year:

Form **W-10** **Dependent Care Provider's Identification and Certification**
(Rev. October 2016) Department of the Treasury Internal Revenue Service

▶ Do NOT file Form W-10 with your tax return. Instead, keep it for your records.
▶ Go to www.irs.gov/FormW10 for the latest information.

Part I Dependent Care Provider's Identification (see instructions)

Name of dependent care provider Example Provider 1	Provider's taxpayer identification number
Address (number, street, and apt. no.) 345 Elm Street	If the above number is a social security number, check here <input type="checkbox"/>
City, state, and ZIP code Carmel, IN 12345	

Certification and Signature of Dependent Care Provider. Under penalties of perjury, I, as the dependent care provider, certify that my name, address, and taxpayer identification number shown above are correct.

Please Sign Here	Dependent care provider's signature	Date
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Part III Name and Address of Person Requesting Part I Information (see instructions)
Name, street address, apt. no., city, state, and ZIP code of person requesting information
Nicole Allen
9189 Augusta St Total Amount Paid: \$200.00

3

You can run a *Revenue Summary Report* so that you know how much you earned during the year.

2022
Revenue Summary

Example Provider 1
345 Elm Street
info@myfoodprogram.com
(651) 433-7345

Parent/Guardian(s)	Child(ren)	2022 Household Total
Nicole Allen	Matthew Allen	\$200.00

This feature is free to providers enrolled with sponsors using My Food Program. We do not have a method for parents to pay their invoices through My Food Program. You will need to find a method to collect payment outside of My Food Program.

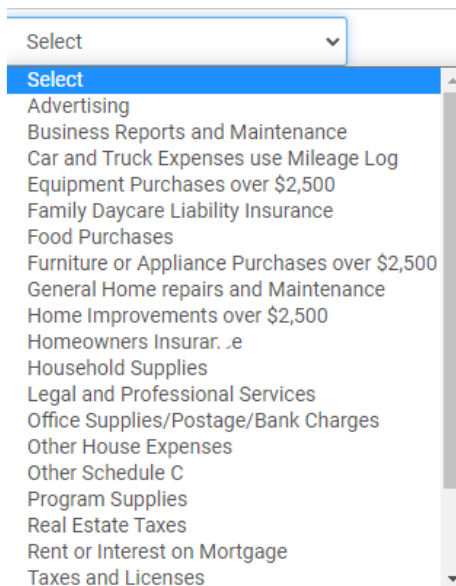
HOW CAN YOU TRACK EXPENSES FOR TAX REPORTING PURPOSES?

1

You can use My Food Program to track your expenses in each of the categories for the following IRS Forms:

1. Schedule C for Form 1040
2. Form 8829
3. Form 4562

The *Expense Summary Report* will provide you with the amounts in each category:



Select

- Select
- Advertising
- Business Reports and Maintenance
- Car and Truck Expenses use Mileage Log
- Equipment Purchases over \$2,500
- Family Daycare Liability Insurance
- Food Purchases
- Furniture or Appliance Purchases over \$2,500
- General Home repairs and Maintenance
- Home Improvements over \$2,500
- Homeowners Insurance
- Household Supplies
- Legal and Professional Services
- Office Supplies/Postage/Bank Charges
- Other House Expenses
- Other Schedule C
- Program Supplies
- Real Estate Taxes
- Rent or Interest on Mortgage
- Taxes and Licenses

Example Provider 1		Expense Summary Report	
Sponsor Name: Test Sponsor Homes Sponsor ID: TestSponsorHomes		01/01/2022 to 12/31/2022	
Category	Number of Expenses	Category Amount	Applied Amount
Advertising	1	1200.00	1200.00
Family Daycare Liability Insurance	1	1900.00	1900.00
General Home repairs and Maintenance	1	1200.00	1200.00
Household Supplies	1	15842.00	15842.00
Program Supplies	1	8645.00	8645.00
Rent or Interest on Mortgage	1	2675.00	2675.00

2

My Food Program will also provide you with the *Standard Meal Allowance*:

Meal Served	Reimbursed Meals	Disallowed/Non-Payable Meals	Own Children Meals	Total Deductible Meals	IRS Meal Rate	Total Deductible Food Expense
Early Snack	0	0	0	0	\$0.78	\$0.00
Breakfast	2186	0	0	2186	\$1.40	\$3060.40
AM Snack	1827	0	0	1827	\$0.78	\$1425.06
Lunch	1949	0	0	1949	\$2.63	\$5125.87
PM Snack	479	1748	0	2227	\$0.78	\$1737.06
Supper	0	0	0	0	\$2.63	\$0.00
Evening Snack	0	0	0	0	\$0.78	\$0.00
Total						\$11348.39

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