



**If you are purchasing care services from a self-contractor, this reminder is for you!**

March 31<sup>st</sup> semi-annual reporting period: October 1<sup>st</sup> to March 31<sup>st</sup>

September 30<sup>th</sup> semi-annual reporting period: April 1<sup>st</sup> to September 30<sup>th</sup>

**Please ensure to send in copies of the following records with your semi-annual report:**

1. All bank statements for the 6 month period of the report
2. All cheque images or cancelled cheques for the 6 month period of the report
3. All contractor invoices for the 6 month period of the report
  - a. Contractor invoices need the following details: business number, business contact information, amount owing, date and time of services rendered, number of hours, rate charged per hour, and name of care providers
4. A copy of your agreement with the self-contractor
5. All receipts to support the use of Self and Family Managed Care funds for the 6 month period of the report