

## SELF-EMPLOYMENT REHABILITATION PROCESS

- Counselor will conduct a basic vocational assessment with self-employment as the tentative goal. Counselor will also fully inform the consumer of the process by reviewing the "Self-Employment Rehabilitation Process" form and obtaining the consumer's signature.
- Consumer shall obtain all required professional licenses and certifications prior to submission of a business plan.
- Counselor advises consumer that final selection of self-employment as the vocational goal will be contingent upon the consumer's completion and submission of an acceptable business plan.
- Counselor refers consumer to best available Small Business Development Center (SBDC) or Service Corps of Retired Executives (SCORE) for counseling, basic classes, and completion of a Business Plan. Follow agency guidelines on confidentiality when working directly with SCORE, SBA, and SBDC.
- Counselor refers consumers who are SSI/SSDI recipients to Social Security Work Incentive Liaison regarding impact of self-employment on benefits. Counselors should work closely with the DVR SSI/SSDI Coordinator.
- Counselor provides ongoing guidance during this process to ensure that each stage of the endeavor is successful. Upon completion of the above requirements, the counselor and consumer will complete the Individualized Plan for Employment (IPE) with self-employment as the final vocational goal.
- The completed unsigned IPE, Business Plan, criminal record check, consumer's resume, signed release, the entire case record, and if required, the independent appraisal, will be forwarded to the Self-Employment Committee for review and recommendations. Counselor should submit a cover letter addressed to the Self-Employment Committee that includes a brief description of the business venture, and counselor's support and/or reservations regarding the proposal.
- The Self-Employment Committee will evaluate the feasibility of the business plan and provide a written response on the Self-Employment Proposal Review Form. The specific planning, negotiation, and approval of expenditures is the decision and responsibility of the counselor and management staff as required under agency policy.
- In accordance with recommendations, the counselor and consumer should implement the IPE. The counselor will complete an Items Transfer Agreement (DVR-10) and Security Agreement (DVR-10-A) as appropriate.

**I have been fully informed at the onset that my plan for self-employment and business plan must be reviewed and approved before they can be initiated.**

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Consumer Signature

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Date

**KEEP A COPY FOR YOUR RECORDS**