

**Chapter 4**

**PLACEMENT**

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**2014**

## SECTION 1: DEFINITIONS

***Business consultant*** means an individual who can provide expertise in writing a business plan, planning, financing and starting a business.

***Competitive employment*** means work in the competitive labor market that is performed on a full-time or part-time basis in an integrated setting and for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled.

***Extended employment*** means work in a non-integrated or sheltered setting for a public or private nonprofit agency or organization that provides compensation in accordance with the Fair Labor Standards Act.

***Initial stock*** means the initial inventory of merchandise or goods necessary for direct resale or for further preparation for direct resale by an individual entering self-employment.

***Integrated setting:***

- i. With respect to the provision of services means a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals other than non-disabled individuals who are providing services to those applicants or eligible individuals;
- ii. With respect to an employment outcome services means a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals, other than non-disabled individuals who are providing services to those applicants or eligible individuals, to the same extent that non-disabled individuals in comparable positions interact with other individuals.

***Start-up costs*** means expenses for equipment for the business, initial stock and supplies, deposits for such things as rent and utilities, payment of rent and utilities for a maximum of four months, insurance, improving a site to suit the business, and licenses needed to open a business.

***Supplies*** mean those expendable items necessary for an individual in the day-to-day operations of a self-employment venture or other occupation. Examples are stationery and paper clips for business office and wrapping paper for a gift shop.

## SECTION 2: GENERAL GUIDANCE

The ultimate objective of all vocational rehabilitation services provided by DBVI is to provide opportunities for individuals who are blind or visually impaired to secure or retain work; although not guaranteed, placement in or retention of a suitable employment outcome is the goal toward which the entire rehabilitation effort is aimed. Although placement services may be concentrated toward the end of the rehabilitation process, all of the evaluation, planning, and other services are orchestrated toward a suitable work placement for the individual. Placement is the responsibility of the counselor and the individual and ordinarily includes some combination of the following activities as determined by the informed choice of the individual:

1. An evaluation of the individual's job-readiness;
2. The development and execution of a plan for job-seeking activities by individual or group instruction which may include informing the individual of potential job openings, instruction in filing a job application and in proper conduct/appearance during job interviews, and counseling in job retention skills;
3. Contact with employers and other job development activities;
4. Collaboration with other organizations involved in manpower assistance such as the Department of Labor and the Vermont Association of Business, Industry and Rehabilitation;
5. Informing the individual of resources to understand employment trends and economic forecasting;
6. Assisting with job analysis and modification utilizing a Rehabilitation Technology Specialist;
7. Meeting with employers to discuss tax incentives, job adaptations or accommodations, Americans with Disabilities Act issues, etc.;
8. Assisting with the removal of barriers to work, including transportation.

## **SECTION 3: COMPETITIVE EMPLOYMENT**

### Criteria for Determining a Suitable Competitive Employment Placement-

An occupation may be considered as a suitable competitive employment placement when the following conditions have been considered:

1. The occupation is consistent with the individual's unique strengths, priorities, concerns, abilities, capabilities, career interests, and informed choice;
2. The individual possesses acceptable skills to perform the work satisfactorily;
3. The employment and working conditions will not aggravate the individual's disability, and the individual's disability in the job situation will not jeopardize the health or safety of himself/herself or others;
4. The individual's wage is commensurate with that paid others for similar work under legal requirements;
5. The employment is regular and reasonably permanent.

## **SECTION 4: NONCOMPETITIVE EMPLOYMENT**

### 1) Criteria for Determining a Suitable Noncompetitive Employment Placement

Although the primary objective shall be directed toward enabling people to work in competitive employment, including self-employment, occupations such as extended employment, homemaking, or unpaid family work may be an individual's most appropriate and acceptable choice. DBVI may participate in an individualized Plan for Employment directed toward these occupations when the following criteria are met:

- a) Substantial services are required which will materially contribute to an improvement in the individual's adjustment or ability to function in the occupation, and
  - i) The improved level of functioning will enable the individual to make a significant contribution to his/her well being or to the well being of others by participating in work activities in the extended employment, home, or family situation, or
  - ii) As a result of the improved level of functioning and the work activity performed, socio-economic benefits will be realized.

## 2) Specific Non-Competitive Placements

Homemaking - Homemaking may be a suitable placement and shall not be restricted to individuals who have previously functioned as homemakers. It may include the individual for whom a change in vocational goal to homemaking is determined to be the most suitable and may also include individuals who live alone.

- a) "Homemaking activities" (cooking, shopping, paying bills, etc.) must be clearly distinguished from "Activities of Daily Living" (ADL) which are basically tasks of self-care such as hygiene, dressing, eating, and mobility. Performing ADL does not constitute reaching a legitimate vocational goal, as it does not constitute work activity. Services related to ADL may be provided, however, if necessary for the individual to eventually perform homemaking duties.
- b) To consider homemaking a suitable placement, the following criteria must be met:
  - i) Homemaking activities must be anticipated to be able to be performed by the individual;
  - ii) The activities to be performed must be substantial; and
  - iii) The services to be provided must be anticipated to improve the individual's ability to perform homemaking activities
  - iv) For individuals who are 55 years of age and older there would need to be an unmet medical need and services required which are not covered under the Chapter 2 grant. If an individual is under 55 then the medical need provision does not apply.

Examples of services defined as medical need include:

- Financial aid for eye surgery and treatment because the individual does not have or qualify for health insurance or the procedure is not covered by their insurance.
- Financial aid for hearing aid(s) or other specialized adaptive equipment for the hearing impaired, and does not have Medicaid.
- Financial aid for diabetes management assistance like an accessible glucometer or insulin measuring devices.
- Financial aid for any adaptive device medically prescribed such as talking scale, talking blood pressure monitor, etc. that is not otherwise covered by their insurance.

- c) To demonstrate that homemaking activities performed by the individual are substantial, the individual needs to be considered the primary homemaker performing or be able and wish to perform at least 50% of the homemaking tasks in the home when services are complete. The individual must be, as the result of services, routinely performing three or more of the duties listed in the "Homemaker's Household Activity Chart" (see chart at end of this Chapter) at the time of case closure. The important issue at intake is to examine the ultimate goals of the individual, not necessarily their present functioning. The individual does not have to perform all the "homemaking activities", and it is not necessary that the individual's home duties free up another individual in the family to work in the competitive labor market.
- d) Documentation that the individual is functioning at a higher level (or has been able to maintain/retain an acceptable level) in performing homemaking tasks as a direct result of DBVI services is essential for legitimate case closure. In the situation where the individual is doing most homemaking tasks before certification but has a progressive condition which would preclude him/her from continuing homemaking duties if not treated, a statement to that effect (e.g., the eye condition is unstable or progressive) must be documented in the eye report and certification. The justification for providing health services to someone who is performing homemaking duties at the time of certification shall be addressed in the case record.
- e) If the original IPE goal was changed to "homemaker" and no additional services to reach the new goal were provided, the record must show how the services which were provided have had a substantial impact upon the individual's ability to function as a homemaker. A description of how any services provided toward the original goal are equally relevant in allowing the individual to function as a homemaker must be recorded. Any additional services necessary for the attainment of the homemaker goal shall also be described. An amended IPE or the IPE closure document must be signed by the individual indicating agreement that services provided toward the original goal are relevant to the homemaker goal.
- f) Spending Guidelines for Homemaking - the following circumstances require approval of the Director or designee:
  - i) Any situation where it is anticipated that instructional time by the designated nonprofit agency will exceed 30 hours.
  - ii) Any situation requiring concentrated homemaker instruction at a rehabilitation facility.

Homemaker checklist is found at the end of this chapter.

### 3) Unpaid Family Work

Many individuals perform significant work activity without receiving monetary wages. An unpaid family worker means employment activities performed by the individual for no cash wages in an established business, which is operated by the individual's family. One example is a son or daughter of a farmer who contributes substantially to the farm operation by doing chores; remuneration may be in the form of room, board, and general subsistence for the work activity rather than in cash. Another example is a husband who keeps the books for a business owned by his wife.

### 4) Extended Employment

Employment in an extended or “sheltered” setting should be gainful and in accordance with provisions of the Fair Labor Standards Act, productive, and regular. In determining whether a suitable placement has been chosen, the individual's capacities and abilities should be measurable by factors such as, but not limited to, number of hours engaged in the activity, how the activity improves the individual's social well-being and contributes to the economy of the individual or his/her family. Cases closed in extended employment are subject to two annual reviews (and thereafter if requested by the individual) in the same manner as with those cases determined to be ineligible due to inability of the individual to benefit from services in terms of an employment outcome because of the severe nature of the disability.

## SECTION 5: SELF-EMPLOYMENT

### 1) Purpose

Self-employment is a vocational option that may be considered in the wide array of employment options available to an individual. Such an option recognizes that self-employment is more prevalent in rural areas and that people with a disability tend to be self-employed at higher rates than people without a disability.

The decision to use DBVI funds to support start-up costs of a business will be based on a variety of factors including, but not limited to viability of the business plan, potential for other financial sources, and counselor judgement. If the business plan calls for additional funds beyond DBVI spending guidelines, the individual may use the potential of DBVI funds to leverage other funding and as collateral for establishing bank credit.

## **2) Development of a Business Idea**

An individual who wants to begin a business should take the responsibility for determining if he/she has the attributes necessary to operate a successful business. Individuals may participate in a variety of self-assessment activities which may include standardized business assessments, interviewing business owners, and other creative means of assessing their own business potential.

The counselor will have a variety of materials for the consumer to use to explore their own suitability for being self-employed. The individual should examine his/her own expertise and skill level for the particular business, ability to work independently, commitment and persistence, and other factors relevant to self-employment. Counselor judgement and data gathered should play important roles in this process since no single factor can determine whether an individual would succeed at a business.

## **3) Business Research and Additional Services/Education**

An individual who wants to start a business needs to look at all the factors that can affect success. Research about the business potential helps the individual to learn about the market demand and the financial potential for the business. To assist with this process, the individual should, in all but the simplest endeavors, choose a business consultant. Some business advice is available at no charge from community resources, such as the Senior Corps of Retired Executives and the Small Business Development Centers.

The DBVI counselor will be familiar with the relevant business services available through the Vermont Department of Labor, the Small Business Administration, and other organizations within the Workforce Investment System. During this process, the consumer and the counselor will determine the need for additional services, education, and resources that may help the individual in preparing to operate a business. This analysis may provide the individual with information that either helps to affirm this business idea or to begin exploration of other vocational options.

## **4) Writing a Business Plan**

Through the development of the business plan, the individual will research many areas including the type of product or service offered, the market potential, the competition, how the business will be organized and managed, expected personnel, and detailed financial information including cash flow projections, balance sheet, and profit and loss statements. Capital financing needs and sources will also be outlined. A business consultant may provide assistance in developing this plan.

When research for a business plan is complete, when necessary initial stock, supplies, and other factors in determining start-up costs are known, and when services and resources have been explored, the individual, with the assistance of the business consultant and the DBVI counselor if necessary, can write the business plan.

### **5) Approvals**

The decision to proceed with the business will be made by the counselor, the service recipient, and the business consultant. Approval of DBVI's financial contribution to the plan will be based on the counselor's judgement that the individual is making an informed choice. If approval is not given, the counselor will give the individual a written notice of the appeal process and the availability of the Client Assistance Program.

### **6) Registration of Business Name**

The name of the business must, if applicable, be registered with Vermont's Secretary of State's Office for at least 4 reasons. If the name is not registered, the individual:

- a) Does not have ownership of the business name;
- b) Has no right to claim bad debts;
- c) Is not able to establish a "track" record for future lending needs; and
- d) Cannot purchase business insurance.

### **7) Establishing DBVI Funding Levels**

DBVI may provide up to \$5,000 toward start-up costs related to a business venture. In some cases, a business may be developed for less than these guidelines. Costs should be outlined before dollar amounts to be provided by DBVI are committed. DBVI's contribution should not be viewed as an automatic "grant." These guidelines can be adjusted to fit the needs of the individual entrepreneur; standards for exception to the guidelines are:

- a) The individual's resources and loans have been used to the maximum; and
- b) There is consensus among the business consultant, the consumer, and the counselor that additional funds are needed to ensure success.

Evaluation costs, consultants' costs, and disability-related accommodations shall not be included in determining start-up costs related to the spending guidelines for self-employment.

The level of DBVI's financial participation will be determined via information provided in the business plan and the availability of support from other resources; the

IPE shall be written to reflect this level of support. (See Funding Options at the end of the chapter.)

If the level of funding needed is greater than the individual's and DBVI's resources are able to provide for a business start-up, the plan may be submitted to other funding sources. Release of additional DBVI funds is contingent upon the receipt of these other funds. The potential of DBVI participation may be used to gain other support such as a business loan.

As the plan is implemented and the business develops, unanticipated expenses may arise beyond what is outlined in the IPE and the business plan. Consumer/peer loan groups will be encouraged as a way for the consumer to establish credit with local lending institutions and to receive on-going business support and training.

### **8) Follow up and Closure**

Since small businesses rarely yield large profits for many months, an individual entering self-employment will continue to receive follow up services for a minimum of 6 months after the new business has begun. There should be a clear understanding at the time the IPE is written of the criterion to be used for determining success. The criterion will be set on an individual basis and may be as simple as "income equals outgo".

DBVI funds, in addition to those committed for start-up costs, may be used for continued education and training if needed; of course, post-employment services may also be applicable (see Chapter 17, "Post-Employment Services").

<b>SECTION 6:           JOB RETENTION SERVICES</b>
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DBVI may assist an individual to retain employment. Services available to all eligible individuals may continue until their functioning on the job is stable. In fact, DBVI will maintain contact with individuals to evaluate continued service needs until stability has been maintained for at least 90 days. At that time, if the individual agrees, services may be considered complete.

Also, even after successful closure, if an individual needs additional services to retain or regain employment, post-employment services may be provided (see Chapter 17 - Post Employment Services).

## HOMEMAKER'S HOUSEHOLD ACTIVITIES CHART

CONSUMER: \_\_\_\_\_

ASSESSMENT DATE \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_

COUNSELOR \_\_\_\_\_

Household Activity	Significantly Limited in Activity	Services Complete
Meal Preparation	<input type="checkbox"/>	<input type="checkbox"/>
Baking	<input type="checkbox"/>	<input type="checkbox"/>
Serving	<input type="checkbox"/>	<input type="checkbox"/>
Washing Dishes	<input type="checkbox"/>	<input type="checkbox"/>
Shopping	<input type="checkbox"/>	<input type="checkbox"/>
Family Care	<input type="checkbox"/>	<input type="checkbox"/>
Bed making	<input type="checkbox"/>	<input type="checkbox"/>
Laundry	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning	<input type="checkbox"/>	<input type="checkbox"/>
Sewing	<input type="checkbox"/>	<input type="checkbox"/>
Communication & Correspondence (e.g., Paying Bills, Use of Telephone)	<input type="checkbox"/>	<input type="checkbox"/>
Food Preparation & Preservation (e.g., Gardening, Canning, Freezing)	<input type="checkbox"/>	<input type="checkbox"/>
Household Maintenance & Grounds Upkeep (e.g., Repairs, Lawn Care)	<input type="checkbox"/>	<input type="checkbox"/>

# Financing Options

## 1. Equity Financing

Personal Savings  
Partnership  
Investment from relatives or friends  
Grant programs  
Sale of stock  
Venture Capital Fund

## 2. Debt Financing

Bank loan based on business plan  
SBA loan guarantee  
Second mortgage on Real Estate  
Personal loan  
Credit Union  
Cosigner on bank loan  
Borrow on cash value of life insurance policy  
Finance company  
Personal credit cards  
VT Industrial Development Authority (VIDA)  
Local development revolving loans  
Job Start loan fund  
Working capital peer-lending loan program

## 3. Special Situations

Plan for Achieving Self-Support (PASS)  
Division for the Blind and Visually Impaired Grant  
Trade credit  
Delayed billing arrangements  
Consignment of inventory  
Lease with option to buy

## **Small Business/Self Employment Summary**

Introduction  
Components/Steps for the Business Plan  
Develop Management Team  
Small Business/Self-Employment Plan  
Financial Analysis  
Viable Employment/Closure

### **Attachments**

Evaluation of Readiness/Feasibility Plan (Attachment A)  
Personal Financial Information (Attachment B)  
Start-Up Goal Work Sheet (Attachment C)  
Monthly Capital Requirements (Attachment D)  
Re-evaluation Form (Attachment E)  
Letter of Agreement (Attachment F)

### **Introduction**

The Division for the Blind and Visually Impaired (DBVI) recognizes that Small Business/Self-Employment is a viable choice for employment outcome as this gives people who are entrepreneurs the opportunity to fulfill their potential. An individual is self-employed when he or she owns, manages and operates the planned endeavor and is not considered to be an employee of another person, business or organization.

Small Business/Self-Employment ownership requires good planning and preparation. The benefits for our consumers are that it offers an opportunity for employment that incorporates a fully accessible environment and a flexible work schedule. In rural areas and for people who are unable to obtain a drivers license it provides a means to overcome transportation issues. It is a good option for people who live in geographic areas where employment opportunities are limited.

Small Business/Self- Employment is considered viable when the consumer demonstrates that the business is able to achieve the initial goal for financial sustainability. For the purpose of this policy, a small business/self employment is

economically viable when expenses are covered (breakeven point) and a profit sufficient to meet current economic need is possible. Income that covers the cost of the activity but does not meet economic need is not employment but is considered a hobby.

DBVI will ensure the consumers successful employment outcome by putting in place a process for self-evaluation, education and support. The effects of the disabling condition will be taken into account when considering this plan. DBVI will provide services that are consistent with the individual's interests, capabilities, informed choice and readiness to proceed with a plan. Exploration of resources and developing a strong partnership are necessary steps for small business/self-employment planning. Together with the counselor and a team of professionals, the consumer will develop the small business plan and strategies to maintain progress. While the size and format may vary, the plan will include a clear process to evaluate progress and success. A successful employment outcome will be determined by identifying achievable target dates and projected income.

## **Steps for the Business Plan**

The following process/steps will help the consumer to determine the feasibility of financial independence. It will assist the consumer in determining what is needed in this process in order to have a business that provides a viable source of income.

### *\*Persons not currently self-employed*

First Step:

Persons not currently self-employed would be expected to have completed:

- An evaluation of readiness/feasibility plan. (Attachment A)

Second Step:

If the plan appears feasible and financial assistance through DBVI is requested then the consumer will be expected to provide financial information. The following worksheets are available for use when appropriate:

- Personal financial information. (Attachment B)
- Start up goals worksheet (Attachment C)
- Monthly Capital Requirements (Attachment D)

Third Step:

Collaboration with the management team to finalize business plan.

Fourth Step:

Implementation of the plan.

Fifth Step:

Achieving targeted goal and case closure.

*\*Persons who are currently self employed*

Persons who are currently self-employed will be expected to have completed:

First Step:

The re-evaluation form. (Attachment E)

Second Step:

The consumer may opt to work with the management team.

Third Step:

Achieving targeted goal and case closure.

### **Development of the management team**

The purpose of the management team is to guide the consumer through the process of developing and implementing the business plan/self-employment. The team will be organized once the consumer has completed the evaluation of readiness/feasibility plan.

The management team will consist of the consumer, the counselor, DBVI business specialist, and a professional with experience in the related field. The management team will make recommendations to assist the consumer when making decisions about initial investment, action and long-term strategies. The management team will also look at viability and sustainability of the plan. The team will assist the consumer in determining the steps and resources needed to proceed. This team, either individually or as a group will be available periodically to support the consumer through the initial phases of the employment plan.

### **Small Business/Self Employment Plan**

The consumer will gather necessary information and write the business plan. Consumers are encouraged to contact experts in the community to assist them in this process. Financial and consulting services can be obtained at no cost to the consumer through the following resources:

- Small Business Administration
- Micro business (Individual Development Account)
- SCORE
- Family
- Financial Institutions
- Social Security Representatives (PASS Plan)

- Individuals with an expertise in the related field
- Business people in the related field

## **Components of the business plan**

The consumer can use documents included in this policy to develop the small business plan or another business plan that is accepted by the management team. Documents included in this policy that can be used in the development of the small business plan are:

- An evaluation of readiness/feasibility plan
- Start up goal worksheet
- Monthly Capital Requirements
- Personal financial information forms

It is expected that it will take no longer than four (4) months to complete the plan. The management team will be available for consultation during that time.

Consumers receiving a DBVI grant must meet the minimum requirement of the business plan. The management team must approve this plan.

This plan will include an arrangement to set aside funds for the purpose of maintaining business expenses and replacement costs of equipment and supplies.

### *Letter of agreement (Attachment F)*

The letter of agreement defines the responsibility of both DBVI and the consumer. It will identify the commitment on the part of DBVI for financial support and the consumer's responsibility to carry out the business plan. It will be completed and signed following the completion of the approved business plan and prior to the provision of financial support.

### *Types of contributions*

DBVI will provide a one-time purchase of adaptive tools and adaptive technology to operate the business. (Please refer to the technology policy for details)

A one-time grant not to exceed \$5000 may be provided after the business plan is approved and may be used for specific purchases associated with start up cost for the first year.

## **Viable Employment**

The consumer and counselor will meet at least every three months to review the cash flow of income and expenses. The purpose is to support the consumer in navigating through the initial start up phase of the business.

It is assumed that anyone embarking on a self-employment plan has a means of support to meet his or her basic needs. Therefore, once they are able to show a profit the business is considered successful.

## **Closure**

Case closure will occur 90 days after the business has shown a profit.

## **Attachment A**

### **Evaluation of Readiness/Feasibility Plan**

#### **Business**

**1. What is the Business?**

**2. What name will you go by?**

**3. General overview of the proposed business. Briefly describe the following. (Please check those that apply)**

- Is this a store?**
- Is this retail?**
- Manufacturer?**
- Distributor?**
- Service or Product?**



**4. Please attach your resume.**

**5. What are your strengths? Weaknesses?**

**6. Have you considered working for someone else as a training experience in this particular field before establishing your own business?**

## **Feasibility**

**1. Why have you selected this particular business?**

**2. Is there a need for your product or service in the community?  
(If so explain)**

**3. Who is your customer?**

**4. Where will you locate?**

**5. Identify your competition.**

**6. Has the service or product been test marketed? (What are the results)**

**7. Have you completed an investigation of industry standards and trends?**

- **Gathered information from trade journals?**
- **Contacted trade associations with a list of questions?**
- **Gathered information from regional experts in the field?**
- **Networked and make contacts with experts in the field?**
- **If so, explain.**

**8. How will your life change as a result of being in business? (Are you prepared, and physically able to put in the extra effort and long hours, which are required when establishing your own business?)**

**9. How are you able to do this business with your disability?**

- 10. How does this business accommodate your disability?**
  
- 11. Will you need additional support services? (i.e. Driver, accountant, bookkeeper, adaptive tools or techniques, or other contracted services)**
  
  
  
  
  
  
  
  
  
  
- 12. How much available time do you have to devote to this plan, daily?**
  
  
  
  
  
  
  
  
  
  
- 13. Will this be a part time or full time business?**

## **Management**

- 1. Will you need licenses or permits to operate your business?  
(What kind)**
  
  
  
  
  
  
  
  
  
  
- 2. What are the insurance requirements?**

**3. How will your business records be maintained?**

- **Accounting**
- **Inventory**
- **Customer accounts**
- **Vender Information**

**Marketing**

**1. What is unique about your product or service?**

**2. How will you create a demand for your business?**

**3. Describe your pricing structure.**

**4. How will you reach your customers? (Brochure, business cards, etc.)**

**Financial**

- 1. Have you secured any cost amounts for startup and if so how much do you think it will cost? (Supplies, equipment, materials, etc.)**
  
- 2. What will your monthly overhead be? (Rent, utilities, phone?)**
  
- 3. What financial resources will be available? (How much capital do you have?)**
  
- 4. Do you have in kind resources? (Space, tools, Truck?)**
  
- 5. Will you consider borrowing money?  
What collateral do you have?**
  
- 6. What financing will you need?**
  
- 7. What will your ongoing expenses be and how will you set aside funds for business expenses? (Cash flow)**

**8. How will you pay for ongoing financial needs for adaptive equipment and aids?**

**9. How much does income fluctuate based on the time of year?**

**10. What do you expect will be your annual business net profit? (One year, two years, five years)**

**11. What will be your annual income?**

**Personal considerations**

**1. Does the business meet your personal goals?**

**2. Does the business meet your income goals?**

**3. Is the risk factor acceptable?**

**4. Does your family support this business goal?**

**5. After having completed these questions, are there areas that require resources or skills beyond what you currently have?**

**6. Is your idea still feasible?**

**7. How much time do you anticipate it will take to develop your plan and establish the business?**

Attachment B

## **Personal Financial Information**

### Gross Monthly Income

Applicant's Income            \$ \_\_\_\_\_

Spouse's Income                \$ \_\_\_\_\_

Dividends/Interest	\$ _____
Rental Income	\$ _____
Social Security	\$ _____
Welfare	\$ _____
Unemployment Ins.	\$ _____
Workers' Comp.	\$ _____
VA Income	\$ _____
Misc. Income	\$ _____
<b>Total</b>	<b>\$ _____</b>

Gross Monthly Expenses

Home mortgage or rent	\$ _____
Home improvements	\$ _____
Home/apt. insurance	\$ _____
Owner/renter insurance	\$ _____
Property Taxes	\$ _____
Monthly electric	\$ _____
Monthly heating	\$ _____

Monthly Water/Sewer	\$_____
Monthly Telephone	\$_____
Motor Vehicle Loan	\$_____
Motor Vehicle Insurance	\$_____
Monthly Food Expense	\$_____
Clothing	\$_____
Medical Insurance	\$_____
Dental Insurance	\$_____
Child Care	\$_____
Credit Cards	\$_____
Miscellaneous	\$_____
<b>Total</b>	<b>\$_____</b>

## Attachment C

**Worksheets #1 and #2 will help you to compare your initial cash requirements for your business. They list the things you need to consider when determining your start-up costs and include both the one-time initial costs needed to open your doors. Combining your startup costs and your ongoing costs (for the first 90 days) will tell you the amount of cash that will be required to begin business.**

*Start-Up Capital Requirement*

**“One Time Start-up Expenses”**

<b><u>Start-up Expenses</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
<b>A. Advertising</b>	<b>Promotion for opening the business.</b>	
<b>Starting inventory</b>	<b>Amount of inventory required to open.</b>	
<b>Building construction</b>	<b>Amount per contractor bid and other costs</b>	
<b>Cash</b>	<b>Amount needed for the cash register</b>	
<b>Decorating</b>	<b>Estimate based on and if appropriate</b>	
<b>Deposits</b>	<b>Check with utility companies</b>	
<b>Fixtures and Equipment</b>	<b>Use actual bids</b>	
<b>Insurance</b>	<b>Bid from insurance agent <u>Continued:</u></b>	
<b>Lease payments</b>	<b>Fee to be paid before opening</b>	
<b>Licenses and permits</b>	<b>Check with city or state offices</b>	
<b>Miscellaneous</b>	<b>All other costs</b>	
<b>Professional</b>	<b>Include CPA, attorney, etc.</b>	

<b>fees</b>		
<b>Remodeling</b>	<b>Use contractor bids</b>	
<b>Rent</b>	<b>Fee to be paid before opening</b>	
<b>Services</b>	<b>Cleaning, accounting, etc</b>	
<b>B. Signs</b>	<b>Use contractor bids</b>	
<b>Supplies</b>	<b>Office, cleaning, etc.</b>	
<b>Unanticipated expenses</b>	<b>Include an amount for the unexpected</b>	
<b>Other</b>		
<b>Other</b>		
<b>Other</b>		
<b><u>Total Start-up Costs</u></b>		<b>A=</b>

*\*Taken from "Start Your Own Business" Third Edition, by Rieva Lesonsky, Entrepreneur Press, 2004.*

*Attach bids wherever necessary*

**Attachment D**

<b>#2 - Start-up Capital Requirements "Repeating Monthly Expenses For First Three Months"*</b>		
<b><u>Expenses</u></b>	<b><u>Description</u></b>	<b><u>A. Amount</u></b>
<b>Advertising</b>		
<b>Bank service fees</b>		
<b>Credit card charges</b>		
<b>Delivery fees</b>		
<b>Dues and subscriptions</b>		
<b>Health insurance</b>	<b>Exclude amount on initial worksheet</b>	
<b>Insurance</b>	<b>Exclude amount on initial worksheet</b>	

<b>Interest</b>		
<b>Inventory</b>	<b>See** below</b>	
<b>Lease payments</b>	<b>Exclude amount on initial worksheet</b>	
<b>Loan payments</b>	<b>Principal and interest payments</b>	
<b>Miscellaneous</b>		
<b>Office expenses</b>		
<b>Payroll other than owner</b>		
<b>Payroll taxes</b>		
<b>Professional fees</b>		
<b>Rent</b>	<b>Exclude amount on initial worksheet</b>	
<b>Repairs and maintenance</b>		
<b>Sales tax</b>		
<b>Supplies</b>		
<b>Telephone</b>		
<b>Utilities</b>		
<b>Your salary</b>	<b>Only if applicable during the first three months</b>	
<b>Other</b>		
<b>Total Repeating Monthly Expenses</b>		<b>A=</b>
<p><i>*Include the first three months' cash needs unless otherwise noted.</i></p> <p><i>**Include amount required for inventory expansion. If inventory is to be replaced from cash sales, do not include here. Assume sales will generate enough cash for replacements.</i></p>		

**SUMMARY:**

<b>Repeating Monthly Expenses</b>	<b>B =</b>	<b>\$</b>
<b>Initial Start-Up Costs</b>	<b>A =</b>	<b>\$</b>
<b>Total Start up cash Required</b>	<b>A + B =</b>	<b>\$</b>

SELF-EMPLOYMENT RE-EVALUATION FORM

Date:

Name:

Phone number:

Email address:

1. What is your current business?
2. How long has this business been in operation?
3. What is your current annual income? \$\_\_\_\_\_ . Please provide statements from the last year.
4. What has changed in your business that requires assistance?
5. What specific equipment, materials, tools, supplies, services or other items do you need at this time?
6. How will this help meet your need?
7. What is the anticipated cost? (Please include specific information when available)
8. What has changed in your personal circumstance that that affects your business?
9. What specific tools, accommodations or services do you need at this time?
10. How will this help your need?
11. What is the anticipated cost? (Please include specific information when available)
12. How do you anticipate covering replacement costs (for tools, equipment or low vision accommodations etc) in the future?
13. Is there any other information that you feel would be helpful in our understanding of your current request?

**LETTER OF AGREEMENT**

Date:

This is a letter of agreement between the Division for the Blind and Visually Impaired and:

Name:

Address:

You have established a self-employment plan with a goal of:

DBVI will provide:

- Information about resources in the community
- Assistance with start-up costs in the amount of \$5000.00
- Assistance with accommodations during start-up
- Ingoing support during start-up phase

It is important to keep a line of open communication so that potential problems can be addressed. To that end you will provide:

- Quarterly statements which will allow us as a team to see if the business is still on track and to work toward making necessary adjustments.
- Report changes or concerns that may affect the success of your business to your counselor.

Your self-employment plan is designed to allow you to meet your economic goal of: \$\_\_\_\_\_. Your case will remain open until such time as your business has become stable.

We anticipate that your business will begin to earn money within Three months. Therefore, it is expected that your case would be closed no later than three months from this date> (or, anticipated closure date is:)

Your anticipated closure date is:\_\_\_\_\_.

The signatures of both you and your counselor indicate that you agree to these terms.

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Consumer