



## **Workforce Innovation and Opportunity Act (WIOA) Policy**

### **SELF-EMPLOYMENT TRAINING POLICY**

**Policy Number: 1004**

**Effective Date: July 1, 2015**

**SUPERSEDES: WFC-WIA-07012013 SET Effective Date: July 1, 2013**

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#### **PURPOSE**

The purpose of this policy is to ensure WIOA participants are offered equal access to all training options available under the Workforce Innovation and Opportunity Act (WIOA) including the option for entrepreneurial training toward the goal of self-employment.

#### **BACKGROUND**

Section 134(c)(3)(D)(vii) of the Workforce Innovation and Opportunity Act (WIOA) cites "entrepreneurial training" (also known as self-employment training) as an allowable training service for adults and dislocated workers. The Washington State Legislature has enacted state statutes regarding self-employment training to encourage and support business start-up.

#### **POLICY**

WIOA Service Providers will provide individuals eligible for WIOA Adult and Dislocated Worker Programs the same opportunities to enroll in self-employment or entrepreneurial training programs as they are offered to enroll in other WIOA-funded training programs. Provision of equal options for each individual is consistent with the customer choice principles of WIOA.

All WIOA Adult and Dislocated Worker Service Providers will provide information on local training options for entrepreneurial training throughout the WorkSource system to both staff and customers. Career Planners will continue to include self-employment as an option for individuals eligible for WIOA training and provide additional specific information regarding community organizations that work with those who are interested in starting businesses and self-employment. Available opportunities to share program options include, but are not limited to:

- Coursework options at local community and technical colleges
- Training options available at other approved providers
- Information available at local WorkSource and Affiliate offices
- Hotlinks and referral to self-employment organizations offering specific business start-up information and assistance

Courses already on the Employment and Training Providers List (ETPL) will be immediately available to individuals eligible for training under WIOA, where appropriate. Training Providers not on the ETPL will be encouraged to apply at the Career Bridge website.

Entrepreneurial coursework should provide adequate information for the WIOA participant to begin business start-up. The coursework may include other components, but at a minimum, the WIOA participant must develop a business plan upon completion of training. (See below for definition of business plans.)

WFC will plan to expend WIOA funds on self-employment/entrepreneurial training for those eligible individuals who are interested in self-employment at a rate proportionate to the demand for such services.

## **Participant Services**

Supportive Services provided to participants enrolled in entrepreneurial training should receive the same level of support offered to those in other types of training funded by the WIOA.

WFC Service Providers must ensure that the selected training is suitable for the individual participant based on a documented assessment and that the training provider is on the ETPL. There is no requirement for the self-employment field to match an in-demand occupation.

## **DEFINITIONS**

**Business Plan:** The business plan describes the business (type of industry or sector, legal structure, product/service to be sold, projected customer base, and profits, market strategies (definition of market, projected market share, pricing, distribution and sales), competitive analysis (identifying and analyzing competitors' strengths and weaknesses), design/development (product, market and organizational development), operation/management (organizational structure, personnel, operating expenses, capital requirements, costs of goods) and finances (income statement, cash flow, balance sheet).

## **REFERENCES**

<http://www.careerbridge.wa.gov/Page.aspx:nid=ETPLInfo> – Career Bridge  
<http://careerbridge.wa.gov/Page.aspx?nid=FAQ> – Career Bridge FAQ for ETPL applicants  
[WIOA Section 134 \(c\)\(3\)\(D\)\(vii\)](#)  
[Revised Code of Washington 50.62.030](#)  
[Revised Code of Washington 50.20.250](#)  
[Self-Employment Assistance Program \(SEAP\) – Approved Providers List](#)  
[ESD Policy self-Employment Training #5608](#)

## **ATTACHMENT**

- Entrepreneurial Resources

## **INQUIRIES**

WorkForce Central  
3650 South Cedar Street  
Tacoma, Washington 98409-5714  
(253) 472-8094 or 1-800-999-8168

## **APPROVED**



Linda Nguyen, WFC CEO

Date: 11/18/15

## **APPROVED BY WDC**

Date: NA Minor changes only

WIA to WIOA references updates

### **EQUAL OPPORTUNITY - EQUAL ACCESS**

WorkForce Central is an equal opportunity employer and provider of employment and training services. Free auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.

### Entrepreneurial Resources

#### Resources

Self-Employment Assistance Program (SEAP) and Self-Employment Training (SET):

SEAP is a UI-based program. SEAP allows UI claimants who are identified as likely to exhaust their regular unemployment benefits or who are eligible for Commissioner-Approved Training (CAT) to enroll in self-employment training while continuing to receive their unemployment benefits.

SET is designed to offer eligible Adults and Dislocated Workers under the WIOA the same availability of self-employment training as any other type of WIOA-approved training.

For further information, case managers should go to or refer participants to the website at [Self-Employment Assistance Program \(SEAP\)](#) and <http://www.esd.wa.gov/uibenefits/faq/faq-seap.php> for SEAP. For SET, please see website at [Acceptable training programs](#)

#### Providers and Reference Sites:

1. US Small Business Association - [www.sba.gov](http://www.sba.gov)
2. Washington State Small Business Development Center – [www.wsbdc.org](http://www.wsbdc.org)
3. Pierce County Economic Development Board – [www.edbtacomapierce.org](http://www.edbtacomapierce.org)
4. Pierce County Loan Programs [contact sclark@co.pierce.wa.us](mailto:sclark@co.pierce.wa.us).
5. City of Tacoma Loan Programs [contact jcolburn@ci.tacoma.wa.us](mailto:jcolburn@ci.tacoma.wa.us).
6. Bates College Small Business Development Center - <http://www.wsbdc.org>
7. Clover Park Technical College Center for Business Development – [www.cptc.edu](http://www.cptc.edu).
8. South Sound Women’s Business Center – [www.sswbc.seattleccd.com](http://www.sswbc.seattleccd.com).
9. The William B. Factory Incubator – [www.williamfactory.com](http://www.williamfactory.com).
10. The Pierce County Library System “Job+Business Center” – [www.piercecountylibrary.org](http://www.piercecountylibrary.org).
11. The Tacoma/Pierce County Chamber of Commerce – [www.tacomachamber.org](http://www.tacomachamber.org).
12. Pierce College – [www.piercecollege.edu](http://www.piercecollege.edu).
13. Tacoma Community College – [www.tacomacc.edu](http://www.tacomacc.edu).

#### SEAP approved providers - Pierce County (As of July 1, 2015)

Program	Organization	Contact/ Signer	Phone Number
AIM for Success	<a href="#">The Entrepreneur's Source</a>	<a href="#">Jeff Levy</a>	425-746-1950
Basics of Small Business	<a href="#">Puget Sound Women's Business Center</a>	<a href="#">Christine Buckley</a>	253-584-9089
		<a href="#">Linda Jadwin</a>	253-680-7194
Business Basic Series	<a href="#">Patricia Miller Business Consulting &amp; Sales</a>	<a href="#">Patricia Miller</a>	253-569-3104
Business Startup Training Course	<a href="#">Business Resource Center</a>	<a href="#">Daryl Murrow</a>	360-754-6320
		<a href="#">Sandy Caron</a>	360-754-6320
Economic	<a href="#">Metropolitan Development</a>	<a href="#">Kristi Holmes</a>	253-591-7026

<b>Development Services</b>	<b>Council</b>	<b>Sharon Barber</b>	<b>253-591-7026</b>
<b>EDASC Entrepreneur</b>	<b>Economic Development Association of Skagit County</b>	<b>James McCafferty</b>	<b>360-336-6114</b>
<b>Entrepreneurial Development Program</b>	<b>Washington Economic Sustainability Center</b>	<b>Martha Cerna</b>	<b>425-954-5306</b>
<b>Entrepreneurial Edge Academy:</b> <ul style="list-style-type: none"> <li>• Entrepreneurial Edge to Launch Entrepreneurial Edge Ideas to Launch Fast Track</li> <li>• Entrepreneurial Edge On Demand Entrepreneurial Edge PRO</li> <li>• Entrepreneurial Edge Employee to Contractors Step-by-Step</li> </ul>	<b>Girandola</b>	<b>Tiffany McVeety</b>	<b>206-289-0523</b>
		<b>Megan Llewellyn</b>	<b>206-289-0523</b>
<b>How to Start and Grow Any Business</b>	<b>The Business Advisor/Roxin Solutions LLC</b>	<b>Chuck Roxin</b>	<b>206-283-2984</b>
<b>Preparing A Successful Business Plan to Start a Small Business</b>	<b>SCORE Chapter 385 South Sound/Tacoma SCORE</b>	<b>Frank Breen</b>	<b>253-680-7770</b>
		<b>Dave Bienz</b>	
		<b>Joe Freet</b>	
		<b>Dick Wadley</b>	
		<b>Elizabeth Frisino</b>	
		<b>Leo Schultz</b>	
<b>The St.-Smart Way to Buy a Business</b>	<b>Partner on Call Network</b>	<b>John Martinka</b>	<b>425-576-1814</b>
<b>Washington Community Alliance for Self Help</b>	<b>Washington Community</b>	<b>Jen Chantrill</b>	<b>206-352-1945 ext. 240</b>
	<b>Alliance for Self Help</b>	<b>Josie Gregg</b>	<b>206-352-1945 ext. 240</b>