



**WIA TITLE I-B ADULT AND DISLOCATED WORKER  
PROGRAM MANAGEMENT POLICIES AND PROCEDURES**

**MEMORANDUM #12-20**

**To: All WIA Title I-B Adult and Dislocated Worker Program Subrecipients**

**Subject: Self-Employment Training**

**Supersedes: None**

**Effective Date: February 19, 2013**

---

**A. PURPOSE**

This policy transmits and explains the requirements of Employment Security Department Policy Number 3705 on *Self-Employment Training* as well as associated supplement guidance.

**B. BACKGROUND**

The ESD policy implements state statutes concerning self-employment training, and specifically Section 4(2) of Senate Bill 6289 (Chapter 40, Laws of 2012) concerning a “self-employment assistance program [to] assist unemployed individuals and create new businesses and job opportunities in Washington state.”

The Workforce Investment Act of 1998 (WIA) lists “entrepreneurial training” (also known as Self-Employment Training) as an allowable training service in Section 134(b)(4)(D)(vi) of WIA Chapter 5 (Adult and Dislocated Worker Employment and Training Activities).

**C. POLICY**

a. Individuals eligible for the WIA Title I-B Adult and/or Dislocated Worker Program (or its successor) must be provided the opportunity to enroll in self-employment or entrepreneurial training programs on the same basis as they are provided the opportunity to enroll in other WIA-funded training consistent with WIA consumer choice principles.

b. WorkSource Snohomish County partners must:

- i. Prepare and implement a service plan for providing Self-Employment Training services which will be included in the Statement of Work for WIA Title I-B Adult and Dislocated Worker Program subcontracts.
- ii. Attend WDCSC-provided training on the Self-Employment Training Program.

iii. Notify WIA-eligible individuals of the availability of Self-Employment Training in Snohomish County. A flyer for informing WIA-eligible individuals is provided in Attachment 1.

iv. Periodically conduct Self-Employment Training Program information workshops for interested WorkSource Snohomish County customers. The workshops must explain the Self-Employment Training enrollment process, provide an overview of the types of training available, explain how to access the training, and orient customers about assessing their suitability and readiness for self-employment.

v. Evaluate candidates for their suitability and readiness for self-employment.

Instructions for assessing the self-employment readiness of WorkSource customers, are provided in Attachment 2. Self-Employment Training Candidate Self Appraisal materials are provided in Attachment 3. The Scoring Guides for use by Employment Specialists is provided in Attachment 4.

In addition to scoring the customer's Self Appraisal, Employment Specialists are to conduct an individual interview and counseling session before referring a person to a Self-Employment Training provider.

Customers who meet the requirements for the ESD's "Self Employment Assistance Program" (SEAP) should be referred to the appropriate SEAP staff person.

vi. Refer appropriate customers for self-employment to Self-Employment Training providers which may be found at <http://www.careerbridge.wa.gov/>.

vii. Report activity and expenditures:

(1) Report expenditures on the monthly invoice which captures expenditures for Self-Employment Training. WDCSC will analyze planned expenditures with actual expenditures on a monthly basis.

(2) Report Self-Employment Training enrollments, training activity, and exits in SKIES.

Additional detailed reporting instructions for the Self-Employment Training Program will be provided by WDCSC.

c. Eligibility for Unemployment Insurance.

WIA Title I-B Adult and Dislocated Worker Program subcontractors must ensure that WorkSource staff are informed about how entering Self-Employment Training impacts eligibility for receipt, or continued receipt, of Unemployment Insurance and staff must be able to counsel customers accordingly.

A Self-Employment Training Program Participant Flow Chart summarizing this policy and procedures is provided in Attachment 5.

#### **D. REFERENCES**

- Workforce Investment Act of 1998, Public Law 105-220, Section 134(b)(4)(D)(vi), August 7, 1998.
- Washington State Legislature, Senate Bill 6289, Chapter 40, Laws of 2012, March 15, 2012.
- Revised Code of Washington 50.20.250

#### **E. ATTACHMENTS**

- Attachment 1 - Employment Security Department Policy Number 3705
- Attachment 2 - Supplemental Guidance on Policy Number 3705
- Attachment 3 - Flyer *[Reserved]*
- Attachment 4 - Assessing Candidates for Self-Employment Training
- Attachment 5 - Self-Employment Candidate Self-Appraisal Cover Letter
- Attachment 6 - Self-Employment Candidate Self-Appraisal Form 1
- Attachment 7 - Self-Employment Candidate Self-Appraisal Form 2
- Attachment 8 - Scoring Guides for Self-Employment Candidate Self Appraisal
- Attachment 9 - Self-Employment Training Program Participant Flow Chart