



Workforce Investment Act Policy WorkSource Standards & Integration Division

Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high quality services to business customers. In order to achieve this vision, the WorkSource Standards & Integration Division sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information memoranda, and technical assistance.

Policy Number: 3705
To: Washington WorkSource System
Date of Publication: May 29, 2012
Subject: Self-Employment Training

1. Purpose:

This policy addresses the requirements for the Employment Security Department (ESD) and Workforce Development Councils (WDCs) to comply with state statutes regarding self-employment training as reflected in Section 4(2) of Senate Bill 6289 (Chapter 40, Laws of 2012), which amends RCW 50.20.250 and is effective June 7, 2012.

2. Background:

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).

3. Policy:

- a. Individuals eligible for WIA (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, which is consistent with WIA customer choice principles.
- b. WDCs' Responsibilities:
 - i. Notify all WIA-eligible individuals of the availability of self-employment training in their Workforce Development Area (WDA), including but not limited to WIA-eligible training providers, and
 - ii. Prepare and implement a plan for expending WIA funds on self-employment training at a rate proportional to the demand for such services in their WDA or the self-employment rate in their

WDA (see Section 3.c.ii).

The WIA-related self-employment plan (see Attachments B and C) will be a component of the WDC's annual WIA formula grant allocation package through which WDCs provide to ESD the estimated enrollment and expenditure levels over the four quarters of the grant period.

For the purposes of tracking actual expenditures against the planned level of expenditures, WDCs will also be required to report actual expenditures on the quarterly WIA expenditure report (see Attachment D).

c. ESD's Responsibilities:

- i. Work with WDCs and the Workforce Training and Education Coordinating Board (Workforce Board) to ensure that the process by which self-employment training providers join the state's Eligible Training Provider List (ETPL) is efficient and that the number of self-employment training providers on the ETPL is sufficient to meet demand. Online self-employment training providers or self-employment training providers from the surrounding area may be utilized to reach a sufficient number of providers to match the demand as long as the providers are on the ETPL.
- ii. Establish the methodologies and options for determining the demand for self-employment training. The options are outlined as follows:
 - The quantifiable share of individuals interested in self-employment training within the WDA utilizing Self-Employment Training Demand Data (see Attachment A);
 - The quantifiable share of individuals interested in self-employment training within the WDA utilizing WDC administrative data as reviewed and approved by WSID; or
 - The WDA's self-employment rate, if available, from a recognized federal source (e.g., U.S. Bureau of Labor Statistics, U.S. Census Bureau, American Community Survey).

Note: The above methodologies for determining demand for self-employment training will be re-evaluated annually. At a minimum, the Self-Employment Training Demand Data will be updated on an annual basis to provide a more current representation of self-employment training demand.

Proposals submitted to WSID that seek to establish a local rate of self-employment training interest need to describe how self-employment training interest is captured. It is important for WDCs to recognize that Individual Training Accounts (ITAs) do not represent the full spectrum of demand. Interested individuals may have been denied or may have "dropped-out" prior to the establishment of an ITA.

4. Definitions:

None.

5. 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

6. **Supersedes:**

N/A

7. **Website:**

<http://www.wa.gov/esd/policies/title1b.htm>

8. **Action:**

WDCs and their contractors, as well as Employment Security Area Directors, should distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

9. **Attachments:**

Attachment A: Self-Employment Training Demand Data. WSID utilized Self Employment Assistance Program (SEAP) data to establish a WDA-based consumer demand rate that represents at least one quantifiable approach for the first option described in section 3.c.ii. This rate of self-employment training interest is established by comparing the number of applicants (numerator) to the total claimants who had an eligible score (denominator).

Attachment B: WIA Adult Service Planning Form and **Attachment C: WIA DW Service Planning Form.** The WIA Adult and Dislocated Worker formula program planning forms that have been revised and will be introduced for Program Year 2012 to implement the requirement that WDCs prepare a plan for expending WIA funds on self-employment training. Each document has new line items related to planned entrepreneurial training participants and expenditures by quarter.


Attachment D: WIA Expenditure Reporting. The WIA quarterly expenditure report through which WDCs report to ESD has been revised to capture expenditures for entrepreneurial training services. This information will be compared to planned expenditures reflected in the service plan (Attachments B and C) with actual versus plan being analyzed through the Quarterly Management Review (QMR).

Attachment E: SKIES Data Entry Instructions for WIA Entrepreneurial Training. The increased emphasis on WIA-funded entrepreneurial training is likely to translate into increased activity, which needs to be entered into SKIES. Because the use of entrepreneurial training (SKIES Service ID 214) is uncommon, SKIES data entry instructions have been created to demonstrate proper and accurate establishment and close-out of this activity, as well as how it is counted for WIA common measures performance.

Direct Inquiries To:

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(360) 725-9500*

Approved:


X _____

Policy Clarification | Q&A | Other

Number: WIN - 0021
Date: June 14, 2012
Expiration Date: N/A

TO: Workforce Development System Partners
FROM: Amy Smith-Rubeck, Deputy Assistant Commissioner
SUBJECT: Supplemental Guidance on Policy 3705 – Self Employment Training

Purpose:

To provide supplemental guidance on the implementation of Self Employment Training policy 3705

Action Required:

Workforce Development Councils (WDCs) and their contractors, as well as Employment Security Area Directors, must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Summary:

1. *Is a monitoring tool available? When will monitoring on the new policy start?*

The WorkSource Standards and Integration Division (WSID) monitors will request information/documentation regarding the WDC's process for notifying Workforce Investment Act (WIA) eligible individuals about the availability of self-employment training and training providers. What they look at will depend on the WDC's approach. If a flyer is provided to participants, they will review the document and interview staff to see if the flyer is distributed in accordance with the WDC's process. If the exchange of information is verbal, they may check for compliance by observing staff and participants and/or surveying customers to see if they are being informed.

2. *Is the demand rate applied to participants or expenditures?*

Expenditures only, though WDCs will want to research the average cost of [Eligible Training Provider \(ETP\)-listed](#) entrepreneurial training programs in their area in order to determine how many participants they intend to enroll at the expenditure level identified.

3. *Should local areas include self-employment contractor costs in reporting expenditures?*

No. As per current reporting practices, only the expenditures tied to the participants should be reported.

4. Do all expenditures on self-employment assistance and training need to be tracked or only WIA expenditures?

The Employment Security Department (ESD) interprets the new state statute as planning for the expenditure of WIA funds on training. WIA funds may be only part of the overall cost and expenditure for self employment training (e.g., as supplemental funding to a Pell Grant or Worker Retraining Program, etc.). WDCs desiring to inform ESD of the full cost and expenditure of public funds on self employment training participants can provide an accounting of all expenditures through their quarterly WIA reports.

5. Do support services need to be captured or only actual training?

ESD interprets the new state statute as planning for the expenditure of WIA funds on training only. If WIA funds are expended on support services for participants in self employment training, those expenditures need to be reflected on the support services line (4e) of the quarterly Financial Status Report. WDCs desiring to inform ESD of the full expenditure of WIA funds on self employment training participants can provide support service expenditures as part of their quarterly WIA reports.

6. Do all wages for entrepreneurs need to be entered?

Wage information is useful but not critical. Actual wages/income can only be used for placement performance and not for common measures. The Common Measure "Average Earnings" is currently designed to only pick up official wages from one of three sources: the Unemployment Insurance (UI) Wage file, the Federal Employment Data Exchange System (FEDES) (post office workers and other federal employees) and the Wage Record Interchange System (WRIS) (out of state wages).

7. What happens if we can't make contact with individuals to gather the follow-up information?

Follow-up with the individual is critical in order to capture the self-employment information necessary for Entered Employment and Retention. If staff cannot contact the participant but can find other documented evidence that the participant established a business within the proper times frames, that documentation may be used to determine that self-employment has indeed occurred. If a self-employed individual has additional wages from another source outside their business, we would expect those wages to show up in one of the wage files mentioned previously.

8. How do WDAs reflect participants in the plan if the expenditure target was less than it cost for even one participant?

In this circumstance, WDCs should reflect at least one participant in their plan and adjust the planned expenditure level to reflect the training cost of supporting that one individual, which could be higher than the demand-based expenditure target. That said, the expenditure target is merely the "floor." WDCs can plan to spend more than the target based on the anticipated demand from informing all WIA-eligible participants about the self-employment training option.

9. Are there standards for reporting a successful outcome? There is a big range in terms

of self-employment success.

Because these are WIA participants, a successful outcome is based on federal common measures (entered employment and employment retention). The standard for reporting successful outcome for entrepreneurial training is dependent on the individual being self-employed during the first quarter after exit, so a participant is counted for entered employment only if they are self-employed (successful outcome). The same standard (self-employed or not self-employed) applies for retention.

10. Is it difficult to find self-employment training providers?

The availability of ETP-listed entrepreneurial training programs is going to vary from area to area. The WDCs should work with their business-affiliated council members and local chambers of commerce, small business development centers, and SCORE chapters to identify entrepreneurial training providers in the region and encourage them to get on the [ETPL](#). WDCs should check the [ETPL](#) to see who is already on the list and review the [SEAP-Approved Providers List](#) to identify programs in their area that are not on the ETPL but are already providing such training under SEAP.

11. How will WDCs know which ETP-listed programs are or are not suitable?

WDCs or their contractors will need to research the program to determine if it has structured programming that, at the end of the day, enables participants to start their own business. A typical product or outcome is a business plan, a comprehensive document that encompasses a description of the business (type of industry or sector, legal structure, product/service being sold, customer base, profitability), market strategies (define market, project market share, position the business, pricing, distribution, promotion, 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). The program may offer other components, but business plan development should be a minimum criteria.

12. Can training providers do anything prior to applying to be on the ETPL to determine if they will qualify?

Training providers should go to the Career Bridge website for an overview of the pre-requisites for Eligible Training Provider List approval. The best place to start is "Eligible Training Provider List information" at <http://www.careerbridge.wa.gov/Page.aspx?nid=ETPInfo>. Additional information is located on the FAQ page at <http://www.careerbridge.wa.gov/Page.aspx?nid=FAQ>. If you still have questions, you are always welcome to contact Karen Pyle at the Workforce Board at 360-709-4600.

13. How long does it take for providers to get approved?

The length of time for approval ranges from 2 working days to 2 months. Most new training providers and their programs are approved within 2 weeks. If a training provider needs WDC approval for initial eligibility, the process may take longer as it depends on how long it takes the local area to conduct their review. The other situation that may add time is if a training provider is determined to need a private vocational school license, which they must have prior to ETP approval if they are required by law to have a license. The licensing process takes approximately 4 weeks.

14. Can someone eligible for Trade Act take advantage of self-employment training provided it is paid for by WIA?

No. A Trade Act eligible individual may be co-enrolled as a Dislocated Worker under WIA, but the self-employment training would be paid for by TAA. WIA would pay for support services, but those expenditures are not counted as WIA expenditures for self employment training.

References:

- [Self-Employment Training Policy #3705](#)
- [Washington Career Bridge](#)
- [Self-Employment Assistance Program \(SEAP\) – Approved Providers List](#)

Website:

http://www.wa.gov/esd/1stop/policies/state_guidance.htm

Direct Inquiries To:

[Policy Team](#)

WorkSource Standards & Integration Division
Employment Security Department
Olympia, WA 98507
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Attachments:

N/A

Assessing Candidates for Self-Employment Training

Instructions for WorkSource Staff:

Assessing suitability and readiness for self-employment

Candidates for Self-Employment Training (SET) must be assessed for their suitability and readiness for self-employment. This assessment will be done by an Employment Specialist using a combination of methods: reviewing the Self-employment Candidate Self-Appraisal questionnaire and conducting an in-person interview.

All SET candidates must attend an Orientation workshop on SET. The workshop is to be offered periodically by WorkSource Snohomish County. The Self-employment Candidate Self-Appraisal is to be given out at that workshop. Please note that the questionnaire is intended for candidates who meet the initial eligibility requirements: WIA-eligible and over 18 years old.

The Self-Appraisal should be distributed at the end of the workshop after staff has described the Self-Employment Training Program. Each candidate is to fill out the questionnaire on-site at the orientation workshop; candidates are not to take the form home and return it later. The questions are designed to call to attention critical considerations that can determine the success or failure of self-employment. Some people may not be aware of some of these essential aspects. Peoples' ability to complete the form at the orientation session, and the quality of the information they are able to provide, will help indicate their readiness.

Form 1 of the questionnaire is to be given to people who have a business idea and do not currently have a business. Form 2 is to be given to people who have a business and want to improve or expand it.

Employment Specialists are to score responses to the questionnaire using the Scoring Guides. After reviewing and scoring the Self-Assessment, the Employment Specialist is to invite the candidate to an interview and counseling session as soon as possible after the orientation session, ideally no longer than two weeks later.

In order to be enrolled in Self-employment Training, and in addition to basic eligibility requirements, a person must have:

- attended the group orientation session;
- completed the Self-Appraisal; and
- attended the individual interview/counseling session.

For those who enroll in training, the completed Self-Appraisal is to become part of the person's Training Plan.

The interview and responses and score on the Self Assessment, should be used to advise candidates whether they appear ready or not ready for Self-employment Training. However, referral to Self-Employment Training should not be denied by WorkSource staff. Rather, the self-appraisal and counseling session with the Employment Specialist are meant to help those who are not ready to realize they are not prepared and to therefore screen themselves out.

Following the counseling session, for those who are ready for Self-Employment Training:

- Have the person fill out the WIA Registration packet.
- Refer individuals to approved Self-Employment Training providers.

Self-Employment Candidate Self-Appraisal

Dear Candidate:

Thank you for your interest in participating in the Self-Employment Training program.

In order to assess your readiness for self-employment please fill out the Candidate Self-Employment Self-Appraisal checklist. Your responses will be reviewed by a WorkSource Employment Specialist who will then invite you to an individual counseling session to discuss your plans, goals and readiness for self employment.

The form asks you to share information about yourself and your business idea, which you might consider to be sensitive. We would therefore like to assure you that all information provided will be kept strictly confidential and will not be shared with any third party or other business. The information will only be used for assessment. We would therefore like to ask you to provide as much and accurate information for the questions as possible.

* * *

Today's date:

Name:

Address:

Home phone:

Cell phone:

Email address:

Education:

High school diploma or GED

Occupational training certificate or apprenticeship completion What occupation: _____

Some college Number of years of college Primary subject matter: _____

Bachelors degree Name of degree: _____ Field or occupation: _____

Masters degree Name of degree: _____ Field or occupation: _____

PhD or equivalent Name of degree: _____ Field or occupation: _____

Please attach a current resume.

Business experience :

Do you currently have a business? No Yes

If yes:

I plan to expand my existing business

I plan to start a new business

Use Form 1 if you plan to start a new business.

If your intent is to expand your existing business, use Form 2.

Self-Employment Candidate Self-Appraisal

Form 1: Starting a new business

Please answer the following questions. All responses will be kept confidential.

1. Describe your business idea in 1-2 sentences. Topics to include: what product or service your business will offer, who your customers are, how or why your product or service will attract customers over the competition, and any other information that describes the essence of your business idea.

2. Describe your target market (types of customers you will sell to) in 1-2 sentences.

3. Have you studied the competition? No ___ Yes ___

If yes, describe in 1 – 2 sentences the advantages of your service or product and why or how it yours superior to that provided by your competitors.

4. Have you thought about how you will market your product or service? No ___ Yes ___

If yes, briefly describe your ideas for marketing.

5. What knowledge, skills, abilities and/or experience do you possess that qualify you to start this business?

6. Who will you need to help you, inside or outside the business?

7. Do you like selling? No ___ Yes ___

Upon what do you base your answer?

8. Will you need financing? No ___ Yes ___

If no, why not?

If yes, how much startup funding will you need?

How will you obtain this money?

9. What equipment will you need?

10. How will you pay for this equipment?

11. Where will your business be based, and how will you cover the cost (e.g., rent)?

12. How will you support yourself while starting your business (i.e., for one year)?

13. Will you have (or be able to continue) health insurance coverage while starting your business (i.e., for one year)?

14. How would you rate your computer skills?

Excellent ___ Fair ___ Poor ___

15. What is your tolerance for risk? High ___ Medium ___ Low ___

16. When did you decide you wanted to start this business?

Before I became unemployed ___

After I became unemployed ___

17. Have you researched self employment on-line, or by talking with people? No ___ Yes ___

If yes, give some examples of websites you have looked at or people with whom you have spoken.

18. Have you started a business in the past? No ___ Yes ___

If yes, please briefly describe.

Self-Employment Candidate Self-Appraisal

Form 2: Expanding an existing business

Please answer the following questions. All responses will be kept confidential.

1. Describe your current business in 1 – 2 sentences. Topics to include: what product(s) or service(s) your business offers, who your customers are, how or why your product or service attracts customers over the competition, and any other information that describes the essence of your business.

2. Size of your business:

- a. Annual sales: \$ _____
b. # of employees besides yourself _____

3. Do you intend to hire employees in the coming year? No ___ Yes ___
If yes, how many: # Full Time _____ # Part time _____

4. Describe your market (types of customers you sell to) in 1-2 sentences.

5. Competition

- a. Who is your competition?
b. Provide 1 – 2 sentences about why or how your product or service is superior to that provided by your competitors.

6. Do you need to improve or expand marketing? No ___ Yes ___
If yes, briefly describe your ideas for improving or expanding marketing.

7. What type of bookkeeping do you currently do:

- I do no bookkeeping _____
I do simple bookkeeping _____
I hire a professional bookkeeper _____

8. Are you seeking financing? No ___ Yes ___

If yes, for what?

- Equipment _____
Facilities to house the business _____
Supplies/materials for production _____
Other _____ What for: _____

How much financing are you seeking?

9. Has the business been providing sufficient income to meet your total income needs? No ___ Yes ___
If not, how will you support yourself while expanding your business (i.e., for 1 year)?

10. Will you have (or be able to continue) health insurance coverage while expanding your business (i.e., for one year)?

11. How would you rate your computer skills?

Excellent ___ Fair ___ Poor ___

12. What is your tolerance for risk? High ___ Medium ___ Low ___

13. a. Has your business been mostly a “hobby” or a sideline to your “real” job? No ___ Yes ___

b. If yes, have you researched self employment on-line, or by talking with people? No ___ Yes ___

c. If yes, give some examples of websites you have looked at or people with whom you have spoken.

14. Describe any problems/difficulties your business is encountering.

15. In what topics do you want training?

Self-Employment Candidate Self-Appraisal Scoring Guide Form 1

	Topic	Point guide	Max. Points
1	Business idea	In 1-2 sentences, candidate provides a coherent business idea and addresses, at a minimum, the 3 required topics = 3 pts. Description does not address all 3 required topics = 2 pts. Description is not coherent and does not address the 3 required topics = 0 pts.	3
2	Target market	Target market is coherently described = 1 pts. Target market is not described or statement is incoherent = 0 pts.	1
3	Competition	No = 0 pts. Yes = 1 pt. If coherent description of how product/service is superior to competitors is provided = 1 pt.	2
4	Marketing	No = 0 pts. Yes = 1 pt. If coherent ideas about marketing are provided = 1 pt.	2
5	Relevant KSA's / experience	Candidate cites a substantial amount of relevant KSA's/experience = 2 Candidate cites a limited amount of relevant KSA's/experience = 1 Candidate cites no or almost no amount of relevant KSA's/experience = 0 pts.	2
6	Support network	Candidate's response indicates a recognition of the need for a support network, and identifies sources of support. = 1 pt. Candidate's response indicates a lack or recognition of the need for a support network, and identifies no or few sources of support = 0 pts.	1
7	Selling	No = 0 pts Yes = 1 pt	1
8	Financing	No, with good justification = 1 pt. Yes, with a recognition of financing needs and sources = 1 pt. Otherwise, 0 pts.	1
9	Equipment needs	Identifies equipment needs = 1 pt. Does not identify equipment needs = 0 pts.	1
10	Equipment funds	Identifies funding source or already has all required equipment = 1 pt. Does not identify funding source = 0 pts.	1
11	Business location	Identifies location and way of covering cost = 1 pt Does not know location, or how it will be paid for = 0 pts.	1
12	Self support during startup	Identifies credible source of financial support for 1 year = 1 pt. Does not identify credible source of financial support for 1 year = 0 pts.	1
13	Health insurance	Will have health insurance coverage during startup = 1 pt. Will not have health insurance coverage during startup = 0 pts.	1
14	Computer skills	Excellent = 3 pts Fair = 2 pts. Poor = 0 pts	3
15	Risk tolerance	High = 3 Fair = 1 Poor = 0	3
16	Self employment decision	Before became unemployed = 1 pt After became unemployed = 0 pts	1
17	Researched self employment	Has done research and can cite sources = 2 pts Has not done research or cited no sources = 0 pts.	2
18	Previous Business	Has started business in past = 1 Has not started business in past = 0	1
	Maximum total pts		28

Results

Points	Suitability / Readiness for self employment
0 - 13	Low
14 - 22	Medium
23 - 28	High

Low = Candidates scoring “low” should be counseled to re-consider trying to start a business at this time. If a candidate insists s/he wants to try to start a business anyway, the individual should be counseled to work on those areas in which s/he is weakest.

Medium = WorkSource staff should provide appropriate counseling to candidates scoring “medium,” depending on what areas of weakness were identified in the self-appraisal. Staff may be able to refer candidates for support and further counseling regarding those areas. Staff judgment should determine which medium-scoring candidates to refer to Self-Employment Training provider(s).

High = Candidates scoring high may be referred to Self-Employment Training provider(s).

Self-Employment Candidate Self-Appraisal Scoring Guide Form 2

	Topic	Point guide	Max. Points
1	Business description	In 1-2 sentences candidate provides a coherent business description and addresses, at a minimum, the 3 required topics = 3 pts. Description does not address all 3 required topics = 2 pts. Description is not coherent and does not address the 3 required topics = 0 pts.	3
2	Size of business	Informational only, to inform Employment Specialist for Candidate counseling.	-
3	Hiring plans	Informational only, to inform Employment Specialist for Candidate counseling.	-
4	Market	Coherent description of market = 1 pt. Description of market not coherent or not described = 0 pts.	1
5	Competition	Coherent description of competition = 1 pt. Coherent description of how product/service is superior to competitors = 1 pt. Otherwise, 0 pts.	2
6	Marketing	Informational only, to inform Employment Specialist for Candidate counseling.	-
7	Bookkeeping	Informational only, to inform Employment Specialist for Candidate counseling.	-
8	Financing	Informational only, to inform Employment Specialist for Candidate counseling.	-
9	Income support during expansion	Yes; business has been meeting total income needs = 2 pts No, but identifies credible source of financial support for 1 year = 2 pts. No, & does not identify credible source of financial support for 1 year = 0 pts.	2
10	Health insurance	Will have health insurance coverage during expansion = 1 pt. Will not have health insurance coverage during expansion = 0 pts.	1
11	Computer skills	Excellent = 3 pts Fair = 2 pts. Poor = 0 pts	3
12	Risk tolerance	High = 3 Fair = 1 Poor = 0	3
13	Researched self employment	14a Answer is consistent with answer to # 9 = 1 pt. 14b/c If yes, has done research and can cite sources = 1 pt. 14b/c If yes, has not done research or cited no sources = 0 pts.	2
14	Problems	Informational only, to inform Employment Specialist for Candidate counseling.	-
15	Training desired	Informational only, to inform Employment Specialist for Candidate counseling.	-
	Maximum total pts		17

Results

Points	Suitability / Readiness for self employment
0 - 6	Low
7 - 11	Medium
12 - 17	High

Low = Candidates scoring "low" should be counseled to re-consider trying to rely on self employment at this time. If candidates insist they want to take training anyway, the individual should be counseled to work on those areas in which they are weakest.

Medium = WorkSource staff should provide appropriate counseling to candidates scoring "medium", depending on what areas of weakness were identified in the self-appraisal. Staff may be able to refer candidates for support and further counseling regarding those areas. Staff judgment should determine which medium-scoring candidates to refer to Self-Employment Training provider(s).

High = Candidates scoring high may be referred to Self-Employment Training provider(s).

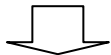
Self-Employment Training (SET) Program Participant Flow Chart

WorkSource staff informs candidate about SET

Provide SET Flyer to WIA-eligible individuals

If person is interested, WorkSource staff:

- * provide SET information packet;
- * advise candidate about Orientation workshop;
- * confirm person is 18 years of age or older;
- * make initial determination that person is WIA-eligible and/or is eligible for SEAP.



Refer to Orientation workshop or to SEAP

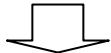
Refer candidate to ESD's Self-Employment Assistance Program (SEAP) if eligible for that program. Otherwise, refer to SET Orientation workshop.



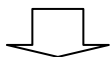
Orientation Workshop

Candidate attends SET Orientation workshop.

Candidate completes **Self-Employment Candidate Self-Appraisal**.



Employment Specialist scores Self-Appraisal.



Individual Interview/counseling

Employment Specialist (ES) interviews and counsels SET candidate

If candidate is appropriate for SET:

- * candidate completes WIA enrollment form;
- * ES refers person to Self-Employment Training provider.