

Subject: Self-Employment Training

Policy No: 2015-07

Effective Date: 04/26/2016

Revised: 7/10/23

1. Purpose:

The purpose of this policy is to ensure 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.

2. Background:

Section 134(c)(3)(D)(vii) of WIOA cites “entrepreneurial training” (also known as self-employment) 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-ups. RCW 50.62.030 requires Local Workforce Development Board (LWDBs) to establish a plan for expending WIOA funds on self-employment assistance training at a rate commensurate with either customer demand or the rate of self-employment within each workforce development area. The WIOA Adult and Dislocated Worker Title I formula program planning forms satisfy the requirement that LWDBs prepare a plan for expending WIOA funds on self-employment training.

Operational Procedure

A. Subrecipient Responsibilities

Individuals eligible for WIOA Adult and Dislocated Worker Programs shall be provided the opportunity to enroll in self-employment or entrepreneurial training programs to prepare them for self-employment on the same basis as they are provided the opportunity to enroll in other WIOA-funded training, consistent with WIOA customer choice principles.

Subrecipient shall provide information to customers on the availability of local self-employment training options throughout the workforce development area, including WIOA-eligible training providers. Subrecipients shall include self-employment as an option for individuals eligible for WIOA training and provide additional information regarding local community organizations that work with those interested in starting businesses and self-employment.

Training programs already on the Eligible Training Providers List (ETPL) shall be immediately available to individuals eligible for training, and the subrecipient shall encourage training providers not listed on the ETPL to apply at the Washington Career Bridge website located at <http://careerbridge.wa.gov>

Entrepreneurial coursework shall provide enough information for the participant to begin a business start-up. The coursework may include other components, but at a minimum, the participant shall develop a business plan upon completion of training. The business plan shall include, but is not limited to:

1. Type of industry or sector
2. Legal structure
3. Product or services to be sold
4. Projected customer base
5. Market strategies
6. Competitive analysis
7. Design development
8. Operation and management structure
9. Finances

Actual expenditures for entrepreneurial training should be tracked against planned expenditures and included in monthly expenditure reports.

B. Participant Services

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

Subrecipient shall ensure that the selected training is suitable for the 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.

C. Resources

The Self-Employment Assistance Program (SEAP) is an Unemployment Insurance (UI) based program. SEAP allows UI claimants, identified as likely to exhaust their regular unemployment benefits or are eligible for Commissioner-Approved Training (CAT) to enroll in self-employment training while continuing to receive their unemployment benefits. The subrecipient shall refer customers to <https://esd.wa.gov/unemployment> for more information about SEAP, and <https://esd.wa.gov/jobs-and-training/SEAP-approved-providers> for a list of SEAP approved providers.

D. Additional Information Sites:

- US Small Business Association - www.sba.gov
- Washington State Small Business Development Center – www.wsbsd.org
- Access Washington - <http://www.access.wa.gov/topics/business/startbusiness>
- Columbia Basin College Small Business Development Center - <http://wsbsd.org/>
- Tri-Cities Regional Chamber - <https://www.tricityregionalchamber.com/>

E. References

- [Revised Code of Washington 50.62.030](#)
- [WIOA Section 134\(c\)\(3\)\(D\)\(vii\)](#)
- [WorkSource Information Notice \(WIN\) 0042 – Self-Employment Training Demand Targets](#)