



Subject: Self-Employment Training
Policy No: 2015-07
Effective Date: 04/26/2016

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-up. RCW 50.20.250 requires local Workforce Development Councils (WDC) 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.

Operational Procedure

A. Service Providers

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. The availability of equal options for each individual is consistent with the customer choice practices 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 customers. Case Managers will 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.

Training classes already on the Employment and Training Providers List (ETPL) will be immediately available to individuals eligible for training under WIOA. Training Providers not on the ETPL should be encouraged to apply at the Career Bridge website located at <http://careerbridge.wa.gov>

Entrepreneurial coursework should provide enough 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. The business plan shall include but is not limited to;

- type of industry or sector
- legal structure
- product or services to be sold
- projected customer base
- market strategies
- competitive analysis
- design development
- operation and management structure
- finances

B. 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 WIOA.

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.

C. Resources

Self-Employment Assistance Program (SEAP) is an Unemployment Insurance (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. For more information about SEAP case managers should go to or refer participants to

<https://esd.wa.gov/unemployment> and for approved providers <https://esd.wa.gov/jobs-and-training/SEAP-approved-providers>.

Additional information sites are, but not limited to:

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