I. Policy Statement

This policy provides the guidelines regarding the review and approval of a business plan for clients that are pursuing a self-employment work setting.

II. Authority

Authority for policies contained in this document includes the following:

- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 200
- State Vocational Rehabilitation Services Program, 34 C.F.R. §§:
  - Applicable Definitions 361.5 (c)(9)(i)
  - Scope of vocational rehabilitation services for individuals with disabilities 361.48(b)(16)(19) and (21)
  - Development of the individualized plan for employment 361.45
  - Content of the individualized plan for employment 361.46
  - United States Department of Education, Office of Special Education and Rehabilitative Services, Policy Directive RSA-PD-16-04, Other Service Data Elements IV. E and H
- A.R.S. §§ 23-502 and 503
- Arizona Administrative Code, Title 6, Chapter 4:
  - General considerations R6-4-201 (A)(1)(m) and (n)
  - Economic need and similar benefits R-6-4-403 (A)(1)(a)(vi) and (vii) and (B)(1) and (2)(a)(iv) and (c-e) and (3)

III. Applicability
This applies to clients on a current Self-Employment IPE that request VR support in pursuing a self-employment work setting and approval of their self-employment business plan. The client must:

A. Present the business plan to the VR Self-Employment Review Committee (SERC) or the Program Supervisor as per A. 1 or 2 below.

IV. Standards

A. The proposed business plan must be submitted for review and presentation as follows:
   1. To the Program Supervisor for plans up to $5,000.00,
   2. To the VR Self-Employment Review Committee (SERC) for plans over $5,000.01 up to $18,000.00.

B. The VR Counselor must:
   1. Complete the agency VR Comprehensive Summary form prior to submission for review, and
   2. Contact the Program Supervisor or SERC chairperson as per A above to schedule the client’s presentation.

C. The following must be included in the client’s business plan proposal submission for review and approval:
   1. Client’s resume,
   2. VR Comprehensive Summary,
   3. Pertinent documentation from the contracted small business consultation provider,
   4. Complete business plan proposal; and
   5. Any presentation materials developed by the client (optional).

D. All items listed in IV. C above must be submitted two weeks prior to the date of the client’s proposed business plan presentation.

E. The Program Supervisor may refer any proposed business plans of any cost to the SERC for review and consideration at any time to ensure a quality review and feedback by an impartial second party.

F. The proposed business plan may be presented by the client in any method that meets the client’s disability-related needs and with the assistance of another individual chosen by the client as applicable.
G. The VR Counselor must provide an introduction and brief overview of the client’s preparedness for self-employment before the client presents their proposed business plan.

H. The SERC Chairperson or Program Supervisor must review the proposed business plan for accuracy and completeness and ensure that the plan meets the criteria in Section 4.5.2 H and I of this manual prior to the client’s business plan presentation.

I. One of the following recommendations must be issued when the review and presentation of the proposed business plan are completed:
   1. Approval: the business plan is complete, has correct financial information, and no further changes need to be made,
   2. Conditional approval: the business plan needs some additional information and/or minor changes are recommended, or
   3. Denial: the business plan is incomplete, financial information is incomplete, or major changes are recommended.

J. The SERC Chairperson or Program Supervisor must draft a detailed letter notifying the VR Counselor of the recommendation regarding the approval, conditional approval, or denial of the proposed business plan within 7 business days after the presentation.

K. The VR Counselor must provide the client with an RSA Decision letter with Appeal Rights referencing the SERC or Program Supervisor’s recommendation within 2 business days upon receipt.

L. When the proposed business plan receives a conditional approval or a denial, the client may proceed with recommendations as outlined in the decision letter and re-submit their updated business plan proposal for a second review and presentation.

M. In instances when the updated business plan proposal receives a denial, the VR Counselor must assist the client in exploring alternative employment outcomes or employment settings.

V. Procedure
   A. Refer to Section IV.B, E, G, H, J, and K above.
   B. Refer to Standard Work (if available).

VI. Documentation Requirements
    The client’s electronic case file must include the following documentation:
A. Documentation listed in IV.C above, and

B. SERC or Program Supervisor’s letter summarizing the reasons for approval, conditional approval, or denial of the business plan.