# Vocational Rehabilitation Services Manual C-1100: Self-Employment Services

Revised December 3, 2018

## C-1102: What Is Self-Employment?

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### C-1102-13: Required Approvals

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#### Purchasing Approvals

VR does not issue grants for self-employment or provide venture capital. If a plan or proposal is approved, VR may purchase equipment or inventory. The following information serves as a guide to the VR counselor and the customer.

The required and optional steps for different funding amounts are detailed below.

VR staff must follow the required policies and procedures published throughout this manual for the purchase of goods and services. When issuing service authorizations for a good or service that is part of an approved self-employment plan, use the specifications in RHW that are designated as "Self-employment". For questions about specification levels for specific services, VR staff can email vr.rhw.datamaintenance@twc.state.tx.us.

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| **Amount** | **Required** | **Recommended** |
| $1–$1,999.99 | * Written business plan: Simple Business Plan or Comprehensive Business Plan, as applicable
* Employment assistance specialist (EAS) consultation for those customers who are blind/visually impaired or deafblind has been completed
* VR counselor approval
 | * The customer obtains a mentor (someone in a similar business, SCORE member, SDBC network member, family, or friend with business experience) and shares any information with the VR counselor
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| $2,000.00–$9,999.99 | EAS consultation for customers who are blind/visually impaired or deafblindWritten business plan:* Simple Business Plan (not over $4,999.99); or
* Comprehensive Business Plan; and
* Required items submitted to the EAS (if blind/visually impaired or deafblind)

Customer must obtain a mentor (someone in a similar business, SCORE member, SDBC network member, family, or friend with business experience) and share any information with the VR counselor for blind/visually impaired or deafblindConsultation and recommendations from the RPS or RPSS on the planConsultation and recommendations from the state program specialist assigned to specialized employment strategies on the planVR Supervisor or VR Manager approval | * The customer obtains a mentor (someone in a similar business, SCORE member, SDBC network member, family, or friend with business experience) and shares any information with the VR counselor
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