

Self-Employment Business Plans (4/21/21)

Local Policy Update

This document contains important information that impacts the delivery of MFIP Employment Services in Hennepin County. Contracted Employment Services Providers (ESPs) are responsible for implementing changes to agency policy and procedure according to the information in this document, effective as of the date listed above. Information in this document replaces existing information on the subject found in other sources (such as the City of Minneapolis/Hennepin County Manual) and should be implemented as the most current local policy.

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State Policy on MFIP Self-Employment

Refer to Section [10.12 Self-Employment: Described](#) and [10.12.3 Self-Employment: Documenting/Tracking](#) in the DHS Employment Services Policy Manual for full state policy around Self-Employment and MFIP Employment Services.

Hennepin County Forms and Procedure

As of the date of this document, replace existing Hennepin County Self-Employment forms with those attached to this memo:

1. **Self-Employment Business Plan Process Map** – Flow chart explaining basic process agencies should follow when a participant requests to include self-employment activities in their Employment Plan.
2. **Self-Employment Progress Review** – Required tool used to discuss and document the participant's self-employment progress (whether towards developing the initial business plan or once the plan is approved), and to determine if self-employment activities will continue to be included in employment plan.
3. **SE Business Plan Decision Notice** – Required document used to document and notify the participant of agency's decision and rationale for approval or denial a self-employment business plan.

Use of these documents is required; however, the ESP may decide to develop additional forms to support agency policy/procedure around approval of plans.

Agency Procedure for Self-Employment

All ESPs must document their agency's procedure for the approval of Self-Employment Business Plans and completion of Self-Employment Progress Reviews. Written policy/procedures may be updated as needed but should always remain readily available to program staff to ensure standard service to Hennepin County residents.

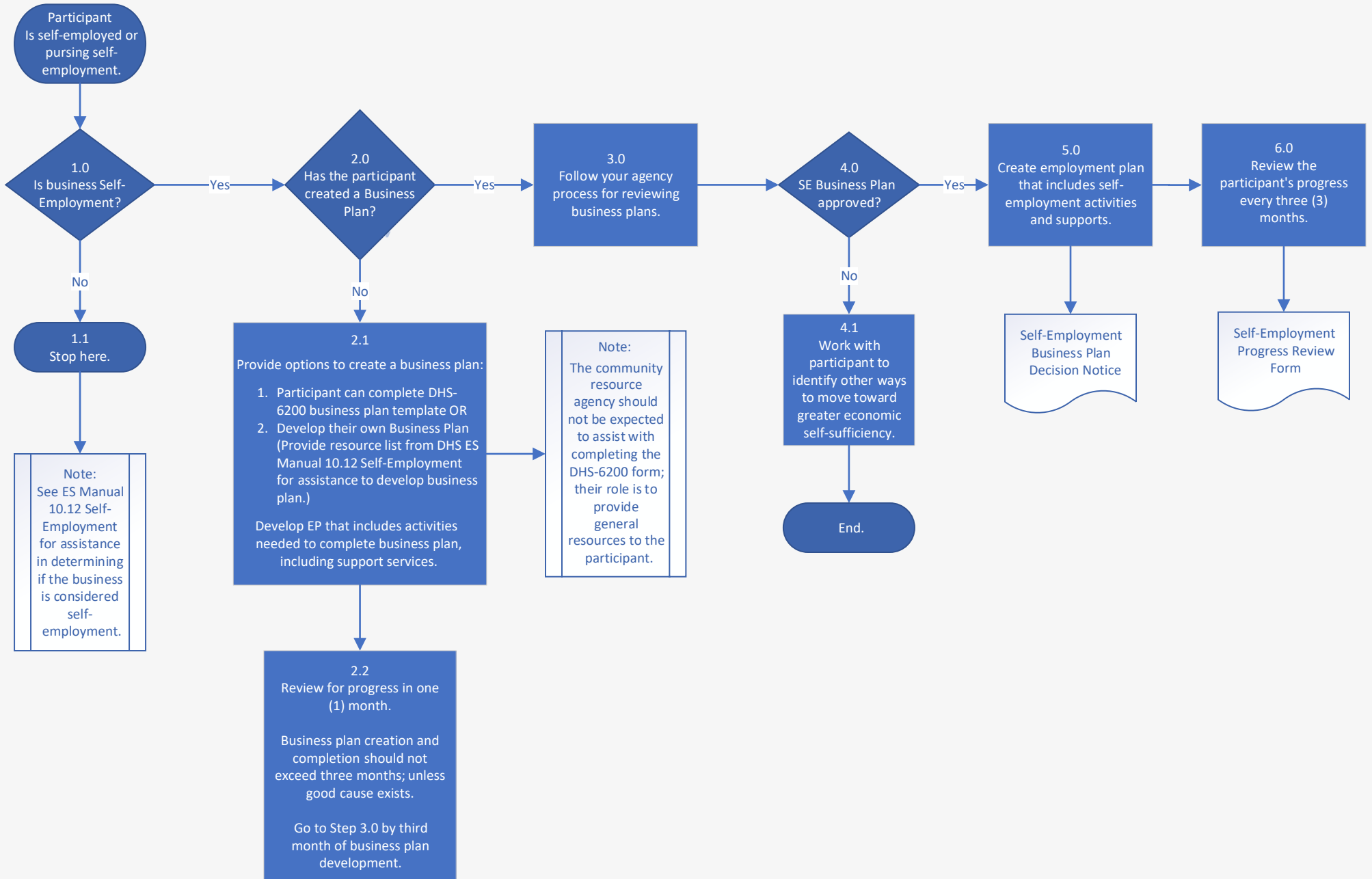
Agency procedures must correspond with State and County policy.

At a minimum, agencies should specify the following items in writing:

- Which agency staff are designated to approve business plans.
- Which agency staff are designated to complete progress reviews.
- Process for conducting business plan and progress reviews (i.e. timeline, expectations, involvement of participant, etc.)
- What resources are provided to participants to support business plan development (if different from those listed in DHS ES Manual 10.12)

Self-Employment Business Plan Process Map

April 19, 2021



Participant Name:	Name of Business:
Reviewer Name:	Date of Business Plan Review:
ESP Agency:	Date of Next Progress Review:

Use this document to notify the participant of agency's decision and rationale for approval or denial a self-employment business plan.

Self-Employment APPROVED

- Business plan **PENDING** – self-employment activities **APPROVED**
Participant is working towards business plan development; review progress in one month
- Business plan **COMPLETE** – self-employment activities **APPROVED**
Participant is doing self-employment with approved business plan; review progress in three months

Self-Employment DENIED

- Participant pursuing multiple steps to create business plan but repeatedly hit dead ends
- Participant did not obtain needed financing or certification
- Participant did not secure space necessary to run the business
- Participant does not want to develop or submit a business plan
- Participant notified that self-employment activities will not be included in the employment plan nor will support services be provided to support self-employment activities

Notes:

Income Outlook (Optionally complete table to review projected household income for next six (6) months.)

OUTLOOK of TOTAL HOUSEHOLD INCOME									
Self-Employment Income MAXIS STAT/BUSI panel			Other Earned Income from resident or another caregiver MAXIS STAT/JOBS panel			Unearned Income STAT/UNEA panel		Total household Income	
MONTH	INCOME		MONTH	INCOME		MONTH	INCOME	MONTH	INCOME
		+			+			=	
		+			+			=	
		+			+			=	
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Participant Name:	Name of Business:
Reviewer Name:	Date of Progress Review:
ESP Agency:	Date of Next Progress Review:

Use this tool to discuss the participant's self-employment progress and determine if self-employment activities will continue to be included in employment plan.

Type of Review:

- Progress towards initial business plan development.
- 3-month progress review of self-employment activities under approved business plan.

Progress Review:

- Satisfactory Progress** – continue self-employment activity in employment plan.
 - Pursuing and completing steps in business plan
 - Meeting hourly requirements
 - Increased HH income
 - Satisfactory progress not being made; but good cause reason(s) exist (describe in “notes” section)
- Unsatisfactory Progress** – self-employment activity will not be included in employment plan.
 - Not pursuing and/or completing steps in business plan; good cause not identified
 - Not meeting hourly requirements
 - No increase in household income

Notes:

Income Outlook (Optionally complete table to review projected household income for next six (6) months.)

OUTLOOK of TOTAL HOUSEHOLD INCOME										
Self-Employment Income <small>MAXIS STAT/BUSI panel</small>		Other Earned Income from resident or another caregiver <small>MAXIS STAT/JOB panel</small>		Unearned Income <small>STAT/UNEA panel</small>		Total household Income				
MONTH	INCOME	+	MONTH	INCOME	+	MONTH	INCOME	=	MONTH	INCOME
		+			+			=		
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