VR-SFP Chapter 19: Self Employment

Revised June 26, 2023

# 19.3 Self-Employment Exploration

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## 19.3.2 Process and Procedure

A CBTAC receives a [VR5000, Referral For Provider Services](https://www.twc.texas.gov/vocational-rehabilitation-service-forms) and service authorization. The VR5000 includes any documentation that will prepare the provider to better work with the customer, such as medical or psychological reports, case notes, vocational testing, or employment data collected by VR staff.

The CBTAC will assist the customer in completing the [VR1801, Customer Profile and Self-Employment Exploration](https://www.twc.texas.gov/vocational-rehabilitation-service-forms).

If the CBTAC finds through the VR1801 the customer would be better served through SSE services, the CBTAC must contact the VR counselor to discuss the need for SSE services. The VR counselor will review the VR1801 and discuss with the CBTAC and customer prior to changing the service to SSE. The final decision is made by the VR counselor and the customer.

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# 19.4 Self-Employment Concept Development and Feasibility Study

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## 19.4.2 Process and Procedure

A CBTAC receives a  [VR5000, Referral For Provider Services](https://www.twc.texas.gov/vocational-rehabilitation-service-forms); [VR1801, Customer Profile and Self-Employment Exploration](https://www.twc.texas.gov/vocational-rehabilitation-service-forms); or [VR1809, Supported Self-Employment Concept Development](https://www.twc.texas.gov/vocational-rehabilitation-service-forms) and [VR1810, Supported Self-Employment Feasibility Study](https://www.twc.texas.gov/vocational-rehabilitation-service-forms), and service authorization. The VR5000 includes any documentation that will prepare the provider to better work with the customer such as medical or psychological reports, case notes, vocational testing, or employment data collected by VR staff.

The CBTAC completes the [VR1802, Concept Development and Feasibility Study](https://www.twc.texas.gov/vocational-rehabilitation-service-forms) with the assistance of the customer and any outside supports available. The CBTAC assists the customer to:

* develop a detailed concept;
* gather necessary information to complete the feasibility study; and
* determine if the business concept demonstrates the possibility of success for the business and the customer.

The CBTAC will recommend whether the self-employment being considered should be:

* Simple Self-Employment;
* Comprehensive Self-Employment; or
* SSE.

The VR counselor will review the VR1802 and approve what type of business plan will be required.

If the CBTAC determines the customer would be better served through SSE services, the CBTAC must contact the VR counselor to discuss the need for SSE services. The VR counselor will review the VR1802, Concept Development and Feasibility Study, and discuss with the CBTAC and customer prior to changing the service to SSE. The final decision is made by the VR counselor and the customer.

If the feasibility study demonstrates the business is not going to produce income resulting in a level of support able to sustain the customer and solvency, then the VR counselor must advise the customer the self-employment as proposed will not be approved.

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# 19.5 Self-Employment Business Plan Development

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## 19.5.3 Process and Procedure

A CBTAC receives a  [VR5000, Referral For Provider Services](https://www.twc.texas.gov/vocational-rehabilitation-service-forms), and one or more of the following forms as applicable:

* [VR1801, Customer Profile and Self-Employment Exploration](https://www.twc.texas.gov/vocational-rehabilitation-service-forms);
* [VR1802, Concept Development and Feasibility Study](https://www.twc.texas.gov/vocational-rehabilitation-service-forms);
* [VR1809, Supported Self-Employment Concept Development](https://www.twc.texas.gov/vocational-rehabilitation-service-forms), or [VR1810, Supported Self-Employment Feasibility Study](https://www.twc.texas.gov/vocational-rehabilitation-service-forms); and
* service authorization.

The VR5000 includes any documentation that will prepare the provider to better work with the customer, including medical or psychological reports, case notes, vocational testing, or employment data collected by VR staff.

After the VR counselor and customer determination, the case should continue to move forward in the process. The provider develops the business plan using the information obtained in the VR1801 and VR1802 or the VR1808, VR1809 and VR1810, and a service authorization.

The CBTAC assists the customer in developing the business plan using the [VR1803, Simple Business Plan](https://www.twc.texas.gov/vocational-rehabilitation-service-forms); [VR1804, Comprehensive Business Plan](https://www.twc.texas.gov/vocational-rehabilitation-service-forms); or [VR1813, Supported Self-Employment Business Plan](https://www.twc.texas.gov/vocational-rehabilitation-service-forms), as approved by the VRC and any other required approvals.

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