



North Carolina  
Department of Health and Human Services  
Division of Vocational Rehabilitation Services

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Linda S. Harrington, Director

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**MEMORANDUM**

**To:** All Staff Assigned Volume I

**From:** Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

A handwritten signature in blue ink that reads "Elizabeth W. Bishop".

**Date:** July 3, 2006

**Re: INTERIM POLICY AND PROCEDURE DIRECTIVE #02-2006  
Self-Employment/Small Businesses with Supports for Individual's with the  
Most Significant Disabilities**

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In addition to adhering to existing policy in Volume I regarding **Small Business Operations (Section 2-23)**, Self-Employment/Small Business with Supports for individual's with the most significant disabilities (MSD) must meet the following additional criteria:

1. The individual must be eligible for services and must be able to perform, at a minimum, one primary function of the job goal for the entire work period in which the function is required with or without supports. This should be determined through a Supplemental Evaluation or other objective means.
2. The Business Plan must be developed by the client in partnership with the counselor. **It must then be approved by the unit manager and submitted to the Chief of Policy and Casework Operations for approval prior to planning, on the IPE, equipment and other services pertaining to the small business.**
3. The business plan must document all required supports needed and the source of long-term support must be included in the business plan which is submitted for approval.

4. Specific request for Supported Employment (SE) hours will not be approved as a part of the business plan. SE hours must be approved and authorized locally when issues arise that requires intensive training for the individual. SE hours will not be authorized for identified long-term support issues.
5. There may be occasions when the business plan is actually completed by other individuals or agencies acting on behalf of the client. In such instances, these should be objective individuals or entities who will not have a stake in or benefit from the proposed business (ie, local community college or university, financial institutions).

The business plan should be submitted for approval as early as possible in the VR process so as to minimize confusion and disappointment on the part of the client. Existing Volume I policies and procedures apply in the planning and ultimate provision of any and all services under consideration for this type of Self-Employment/Small Business project.

