

TX VRC Resource Tools

12. Monitoring Case Closure

Monitoring case closure will require regular communication and sharing/reviewing of the financial documentation collected by the business owner and his/her support team. During monthly check-ins, ask business owners to provide recent financial statements verifying income and expenses. Business owners may use different tools (e.g., QuickBooks, Quicken, Excel spreadsheets) but regardless of what format they use, they should be able to share summarized information that allows you to see key financial information:

- Net Profit – How much is the business earning after expenses?
- Break Even Point – Is the business making enough to cover monthly expenses?
- Cash Flow – Does the business remain cash flow positive (“in the green”)? Is the business owner building up equity in his/her business account?

To close a self-employment case as rehabilitated, VR counselors will need to provide documentation of the following criteria:

Closure Criteria for Simple and Comprehensive Self-Employment	
Closure Criteria:	Documentation Needed (Simple and Comprehensive:
Business has achieved stability, based on business stability measures identified in the IPE.	<p>Copies of recent financial statements verifying revenue and expenses will be filed with case records.</p> <p>Income meets minimum wage criteria, based on average monthly net profit and the number of hours the business owner is working.</p>
Business in operation for at least 90 days.	Copies of business bank statements covering at least 90 days of operation.

	<p>Detailed description of the VR counselor's observation of the customer on the job at the beginning and end of 90 days.</p> <p>Other objective, verifiable information.</p>
<p>Customer and VR Counselor consider the employment outcome to be satisfactory and agree that the individual is performing well in the employment.</p>	<p>Discussion with customer.</p> <p>Review of customer financial needs and expectations.</p>
ADDITIONAL CRITERIA FOR SUPPORTED SELF-EMPLOYMENT:	
<p>Benchmark 2 – Supported Self-Employment Start-Up</p>	<p>The customer has been operating the business as scheduled for 5 days.</p> <p>A signed VR-1814 verifies information on:</p> <ul style="list-style-type: none"> • negotiable and non-negotiable conditions • provider interaction • how support needs are being addressed • <p>VR-1806 Financial Actual Spreadsheet</p>
<p>Benchmark 3 – Supported Self-Employment Maintenance</p>	<p>The customer has been operating the business as scheduled for 112 days.</p> <p>A signed VR-1814 verifies information on:</p> <ul style="list-style-type: none"> • negotiable and non-negotiable conditions • provider interaction • how support needs are being addressed <p>VR-1806 Financial Actual Spreadsheet</p>
<p>Benchmark 4 – Supported Self-Employment Stability</p>	<p>The customer has been operating the business as scheduled for 168 days.</p> <p>A signed VR-1814 verifies information on:</p>

	<ul style="list-style-type: none"> • negotiable and non-negotiable conditions • provider interaction • how support needs are being addressed • customer is performing the duties outlined in the business plan • extended services and supports are in place • customer meets stability criteria as described in the IPE • a Supported Self-Employment stability meeting has been conducted <p>VR-1806 Financial Actual Spreadsheet</p> <ul style="list-style-type: none"> • customer's wage calculates to be equal to or greater than minimum wage for at least one month • customer's business has ending cash equal to or greater than one month of operating expenses as calculated on the VR1806, Financial Actual Spreadsheet. <p>The Extended Services (long-term supports) identified on the VR1811, SSESP, must be in place and working before the VR counselor can determine the customer and business are stable.</p>
Benchmark 5 – Supported Self-Employment Service Closure	<p>The customer has been operating the business as scheduled for at least 258 calendar days (90 days past Stability).</p> <p>A signed VR-1814 verifies information on:</p> <ul style="list-style-type: none"> • negotiable and non-negotiable conditions • provider interaction and monitoring of extended supports • how support needs are being addressed <p>VR-1806 Financial Actual Spreadsheet</p> <ul style="list-style-type: none"> • shows ending cash equal to or greater than three months (does not have to be consecutive months) of operating expenses for the business for 90 days after stability; and

	<ul style="list-style-type: none">• provides the customer a wage calculated to be equal to or greater than minimum wage for three months within a twelve-month period after stability
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The VR Counselor must request the regional specialist assigned to self-employment review within three months from the opening of the business and every three months following until service closure, and provide the VR counselor and state program specialist assigned to specialized employment strategies with the information.

DUPLICATE CHART – JUST A PLACEHOLDER

Closure Criteria:	Documentation Needed:
Business has achieved stability, based on business stability measures identified in the IPE.	Copies of recent financial statements verifying revenue and expenses will be filed with case records. Income meets minimum wage criteria, based on average monthly net profit and the number of hours the business owner is working.
Business in operation for at least 90 days.	Copies of business bank statements covering at least 90 days of operation. Detailed description of the VR counselor's observation of the customer on the job at the beginning and end of 90 days. Other objective, verifiable information.
Customer and VR Counselor consider the employment outcome to be satisfactory and agree that the individual is performing well in the employment.	Discussion with customer. Review of customer financial needs and expectations.
ADDITIONAL CRITERIA FOR SUPPORTED SELF-EMPLOYMENT:	
Benchmark 1 -	
Benchmark 2 – Supported Self-Employment Start-Up	Services provided and hours worked must be documented on the VR1814, SSESS. Information documented on the VR1814 must include:

	<ul style="list-style-type: none"> • verification that the customer has been operating the business as scheduled for five days; • verification that the customer has a business that meets all nonnegotiable employment conditions and meets 50 percent or more of the negotiable employment conditions; • verification that the provider interacted with the customer at or away from the business in accordance with the support plan defined in the VR1811, Supported Self-Employment Services Plan (SSESP) and Benchmark Report; • a description of how specific support needs identified in the VR1811, Supported Self-Employment Services Plan (SSESP) and Benchmark Report are being addressed; • an explanation how emerging support needs are being met; • a signature by the customer (or customer's legally authorized representative) and the CBTAC; and • the VR1806, Financial Actual Spreadsheet.
Benchmark 3 – Supported Self-Employment Maintenance	<p>VR1814, Supported Self-Employment Support Summary report that must:</p> <ul style="list-style-type: none"> • verify the customer has been running the business for 112 calendar days; • verify the customer has maintained a business that meets all nonnegotiable employment conditions and meets 50 percent or more of the negotiable employment conditions; • describe the customer's abilities, challenges, and support needs related to maintaining the business; • describe all training and supports the CBTAC, other natural supports, and Extended Services providers delivered to the customer or instructed others to provide to assist the customer;

	<ul style="list-style-type: none"> • verify the provider interacted with the customer at or away from the business in accordance with the support plan defined in the VR1811, Supported Self-Employment Services Plan (SSESP) and Benchmark Report; • describe how specific support needs identified in the VR1811, Supported Self-Employment Services Plan (SSESP) and Benchmark Report, are being addressed; • explain how emerging support needs are being met; • be signed by the customer (or customer's legally authorized representative) and the CBTAC; and • meet the established quality criteria; and • VR1806, Financial Actual Spreadsheet. •
Benchmark 4 – Supported Self-Employment Stability	<p>VR1811, Supported Self-Employment Services Plan (SSESP) and Benchmark Report;</p> <p>VR1814, Supported Self-Employment Support Summary (SSESS);</p> <p>VR1806, Financial Actual Spreadsheet</p> <ul style="list-style-type: none"> • customer maintains a business for at least 168 calendar days; • business meets 100 percent nonnegotiable conditions as identified on the VR1811, SSESP; • business meets at least 50 percent or more of the negotiable conditions on the VR1811, SSESP; • customer is performing the duties outlined in the business plan; • extended services and supports identified on the VR1811 or that have emerged for the customer are in place: • customer's long-term supports and services (LTSS); or • alternate funding, agencies, or individuals that have been established to provide all extended services for the customer;

	<ul style="list-style-type: none"> customer's business meets the stability criteria as described in the IPE; customer, CBTAC, and any team members attend a Self-Employment Stability meeting with the VR counselor and all agree the business is stable. Extended Service providers are invited to attend, but their attendance is not mandatory; customer's wage calculates to be equal to or greater than minimum wage as calculated on the VR1806, Financial Actual Spreadsheet, for at least one month; and customer's business has ending cash equal to or greater than one month of operating expenses as calculated on the VR1806, Financial Actual Spreadsheet. <p>The Extended Services (long-term supports) identified on the VR1811, SSESP, must be in place and working before the VR counselor can determine the customer and business are stable.</p>
Benchmark 5 – Supported Self-Employment Service Closure	<ul style="list-style-type: none"> customer maintains the business for at least 90 days from the established stability date from benchmark 4; CBTAC has not provided any services other than monitoring since the established stability date from benchmark 4; business meets 100 percent nonnegotiable conditions as identified on the VR1811, SESSP; business meets at least 50 percent or more of the negotiable conditions on the VR1811, SSESP; customer is performing the duties outlines in the business plan; extended services and supports identified on the VR1811 or that have emerged for the customer are in place and working, including: <ul style="list-style-type: none"> the customer's long-term supports and services (LTSS); or

	<ul style="list-style-type: none"> ▪ alternate funding, agencies, or people that have been established to provide all extended services for the customer; • customer's business meets the employment criteria as described in the IPE; • customer, CBTAC, and any team members attend a Self-Employment Stability meeting with the VR counselor and all agree the business is stable (extended service providers are invited to attend, but their attendance is not mandatory); • the customer's wage is equal to or greater than minimum wage as calculated on the VR1806, Financial Actual Spreadsheet, for at least one month; • the customer's business must have ending cash equal to or greater than one month of operating expenses as calculated on the VR1806, Financial Actual Spreadsheet; and • the business has ending cash equal to or greater than three months (does not have to be consecutive months) of operating expenses for the business for 90 days after stability. <p>The Extended Services (long-term supports) identified on the VR1811 must be in place and working before the VR counselor can determine the customer and business is stable.</p>
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