

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>
<p>ADDITIONAL CRITERIA FOR SUPPORTED SELF-EMPLOYMENT:</p>	
<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>
<p>Benchmark 5 – Supported Self-Employment Service Closure</p>	<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.
