



Memorandum

Date: December 12, 1996

To: Directors,
Employment and Income
Assistance

From: Gerry Schmidt
Executive Director
Client Services
Employment and Income
Assistance

Telephone:

Subject: **Approved Self Employment Program**

RURAL ECONOMIC DEVELOPMENT

Employment and Income Assistance (E&IA) recently concluded an agreement with The Department of Rural Development under which the Rural Economic Development Officers (EDO) will assist E&IA clients with the assessment of a business proposal.

- a) Referrals to the EDO should be made using the client's Personal Job Plan and should indicate that E&IA supports the client's desire to explore a business proposal.
- b) The EDO will advise E&IA whether the business proposal has a reasonable chance of allowing the client to become independent of E&IA, whether or not the client will be assisted in developing a business plan, and whether the EDO will take on the role of mentor.
- c) If the EDO agrees to take on the role of mentor the client will be considered to be enrolled in an approved self employment program.
- d) The EDO will forward the business plan, with recommendations, to the E&IA Counsellor for review by the district director. If there is a request for consideration for the enhanced self employment options the District director will forward the business plan with her/his recommendations to the program specialist for review by the committee.
- e) If the EDO decides not to act as a mentor to the client he will provide E&IA with the reasons.