



SELF EMPLOMENT PROGRAM SCHEDULE

MONTH	ORIENTATION (Information Session)		5 DAY WORKSHOPS SCHEDULE	BUSINESS PLAN SUBMISSION	BUSINESS PLAN SELECTION	
	808 Alpine Ave. 100 Mile House 10:30 am	266 Oliver St. Williams Lake 9am	<u>Business Planning Workshop Held in Williams Lake only!</u> 9:00 am – 4:00 pm	Must be Delivered to Williams Lake	808 Alpine Ave. 100 Mile House	266 Oliver St. Williams Lake
July	Jul 14 & 28	July 16 & 30	No training this month	July 15 266 Oliver Street Williams Lake, BC	Jul 28	Jul 30
August	Aug 11 & 25	Aug 13 & 27	August 11 - 15	August 15 266 Oliver Street Williams Lake, BC	Aug 25	Aug 27
September	Sep 8 & 29	Sep 10 & Oct 1	September 22 - 26	September 15 266 Oliver Street Williams Lake, BC	Sep 29	Oct 1
October	Oct 14 & 27	Oct 15 & 29	No training this month	October 15 266 Oliver Street Williams Lake, BC	Oct 27	Oct 29
November	Nov 10 & 24	Nov 12 & 26	November 3 - 7	November 14 266 Oliver Street Williams Lake, BC	Nov 24	Nov 26
December	Dec 8	Dec 10	No training this month	December 15 266 Oliver Street Williams Lake, BC	Jan 5	Jan 7

Employment Assisted Service Providers

Bella Coola Career Center (250) 799-5811 located at 750 Bentink Ave Bella Coola, BC

100 Mile House Community Employment Services (250) 395-5121 located at 808 Alpine Ave 100 Mile House, BC

Williams Lake Employment Services (250) 398-5133 located at 281 North 1st Ave Williams Lake, BC

SE Program – INFORMATIONAL HANDOUT

The Self-Employment Program (SEB) provides financial assistance to people who want to start their own business. SEB is a national program funded through **Service Canada**. Community Futures is the delivery agent for this program in Cariboo-Chilcotin. People who are receiving E.I. Benefits normally lose their benefits when they start a business. If you are in this situation this federal program may allow you to start and build your own business and receive a monthly living allowance for up to 52 weeks. The program includes an introductory workshop and a benefit portion. The *minimum* that is payable on this program is \$423 per week (effective Feb 1, 2008).

To qualify for the Self-Employment Program, you must meet the following conditions:

- To qualify for the Self Employment BENEFIT Program, the client must be currently receiving EI benefits and not working more than 20 hours per week and actively seeking full-time employment, or have been on EI within the last 3 years, or 5 years in the case of maternity and not working more than 20 hours per week. (Maternity claimants must not have returned to work.) Clients may be receiving Income Assistance and qualify for the SEB Program. Please contact Community Futures for details
- Must live and work in the area where you are participating in the program (Cariboo-Chilcotin). Business may be promoted worldwide. A business that will be working out of Province for extended lengths of time may not be eligible.
- Have not already started the business (A business which has been registered and has had income claimed in previous tax years, and/or, a business which has been actively selling is considered to be already started. Hobbyists may apply for exclusion from this rule.)
- Must obtain your own start up financing.
- You can purchase an already existing business if you can obtain financing for it.
- You can take on a partner as long as you hold 51%. You must obtain a written partnership agreement.
- Agree to work full-time on your business (minimum 35 hours per week). The program is NOT meant for seasonal or part-time employment. If the proposed business is seasonal then an alternate method of self-employed earnings must be presented in the business plan to show income during the off-season.

Step 1 You must attend an **Orientation Session** with the SE Coordinator and submit a completed Application Form available from the Community Futures office in Williams Lake or the Community Employment Services in 100 Mile House or online at www.cfdccariboo.com. If you have missed the group orientation date, please attend the next available orientation session. One-on-one orientation sessions are available by appointment only.

Step 2 Make an appointment with an employment counselor at your local Employment Assistance Service provider such as Community Employment Services in 100 Mile House or the Career Center in Bella Coola to receive employment counseling. Discuss your Self Employment idea further and develop a back to work action plan. *This step **can be done first**, but please keep in mind that Employment Counsellors cannot answer any questions in regards to the Self Employment Benefit Program. You **MUST** attend the next available orientation session.*

Step 3 Submit Phase 1 Business Planning Application and have an interview with an SE Coordinator. If accepted, go to the next step. This will give clients financial support for up to 10 weeks to write their business plan.

Step 4 Attend the 5-day “Business Planning Workshop” (see schedule for dates)

Step 5 Submit 6 copies of your completed business plan on the 15 of the following month (please see schedule for actual dates).

Step 6 Appear before the Selection Committee for a formal review of the Business Plan. This is when your business plan will be approved or declined.

Step 7 If approved you will move to Phase 2 and will sign a 23 week Self Employment contract with the possibility of one extension.

Step 8 At the end of your 23 week contract, you must request an extension to continue to the full 52 weeks (52 weeks is a combination of Phase 1 and Phase 2 contracts. You cannot be paid for more than 52 weeks.) If you choose not to request the extension, you will be considered self sufficient and your benefits will end.