



SELF EMPLOYMENT PROGRAM SCHEDULE

MONTH	ORIENTATION (Information Session)		BUSSINESS PLAN WORKSHOPS SCHEDULE	BUSINESS PLAN SUBMISSION	BUSINESS PLAN SELECTION	
	Community Employment Services 100 Mile House 10:00 AM Sharp	Community Futures Office Williams Lake 9:00 AM Sharp			Community Employment Services 100 Mile House	Community Futures Office Williams Lake
November 2009	Nov 9 & 30	Nov 12	All workshops are held at the Community Futures office at 266 Oliver Street Williams Lake <u>All 6 days are Mandatory</u> 9:00 AM – 4:00 PM	Completed Business Plans must be delivered to 266 Oliver Street Williams Lake, BC	Nov 30	Dec 2
December 2009	Dec 14	Dec 16	No training this month	December 15	No Selection	No Selection
January 2010	Jan 4 & 25	Jan 6 & 27	Mon, Tue, Wed – Jan 11 – 13 Wed, Thu, Fri Jan 20 - 22	January 15	Jan 25	Jan 27
February 2010	Feb 15	Feb 17	No training this month	February 15	Mar 1	Mar 3
March 2010	Mar 1, 15 & 29	Mar 3, 17 & 31	Mon, Tue, Wed – Mar 1 - 3 Wed, Thu, Fri – Mar 10 - 12	March 15	Mar 29	Mar 31
April 2010	Apr 12 & 26	Apr 14 & 28	Mon, Tue, Wed – Apr 26 - 28 Wed, Thu, Fri – May 5 - 7	April 15	Apr 26	Apr 28
May 2010	May 17 & 31	May 19	No training this month	May 14	May 31	Jun 2
June 2010		Jun 2	Mon, Tue, Wed – Jun 7 - 9 Wed, Thu, Fri – Jun 16 - 18	June 15	Jun 28	Jun 30

Employment Assisted Service Providers

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

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

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

SEB 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 and the Province of British Columbia**. Community Futures is the delivery agent for this program in the Cariboo-Chilcotin region. 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:

- Must be currently receiving EI benefits, not working more than 20 hours per week and actively seeking full-time employment, or have been on EI within the last 3 years and not working more than 20 hours per week. Clients who have had Parental claims and have not returned to the workforce may have up to 5 years to access the Self-Employment Benefit Program. 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, and Williams Lake or the Career Center in Bella Coola to receive employment counseling and to develop a back to work action plan. ***This step can be done first, but please keep in mind that Employment Counselors 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 for approval to attend the Business Planning Workshops. This will give clients financial support for up to 10 weeks to write their business plan.

Step 4 Attend the “Business Planning Workshop” (see schedule for dates).

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