

New Hampshire Vocational Rehabilitation (VR) Business Development System (BDS): Tier 1 & Tier 2 Processes

CUSTOMER DISCLOSURE & AGREEMENT TO PARTICIPATE

1. Self-Employment (S/E) is an optional vocational choice for VR Customers and requires participating in an established Business Development System (BDS). Participation may be discontinued at any time should you decide that self-employment is not appropriate to your vocational objectives.
2. Upon choosing to participate in the BDS, VR Customers will be required to demonstrate tangible progress in developing their self-employment business in 90 days.
3. VR support activities include facilitating VR Customer progress through the BDS requirements. However, the required reading, exercises, forms, research, financial forecasts, business plan and demonstrated capacity to validate the business model through pilot testing a sale(s), are the ultimate responsibility of the VR Customer.
4. Evidence of a capacity to secure qualified bookkeeping services, establish a business banking account and provide valid financial statements once the venture is launched is required.
5. When participating in a full-time (10-Steps) BDS program versus a part-time (5 Steps), the following documents will also be required:
 - a. Personal Federal Tax Returns for the past 2 years
 - b. Personal Financial Statement – assets, liabilities, monthly expenses
6. Participation in the BDS includes potential funding to support business expenses that qualify within established VR guidelines, which may change from time to time. Current guidelines include but are not limited to:
 - a. VR does not issue payment to VR Customers personally
 - b. VR is limited in terms of purchasing used and second-hand items
 - c. The following purchases and/or expenditures are prohibited:
 - Any merchandise not related to the owning and operating of the business,
 - Bankruptcy proceedings,
 - Experimental items,
 - Underwriting loans,
 - Real estate, land or buildings,
 - Any vehicle requiring licensure for street use,
 - Existing debt or refinancing of debt,
 - Routine operating expenses beyond start-up /operating capital, and
 - Stocks
 - d. VR Customers are required to provide three (3) written quotes from three different sources for all purchase item requests. This documentation must include all relevant information such as a valid supplier, product/service specification, pricing and any applicable shipping costs.
 - e. Approved purchases are typically made through an approved VR Vendor. Non-VR Vendors interested in obtaining VR approval may [apply online](#) for a Vendor ID. Once VR receives the Vendor ID, they request a quote and begin the purchasing process.
 - f. The purchasing process does not begin until all BDS components have been completed, submitted and approved by VR. Because there can be many variables around securing items requested, there is no guaranteed time frame to completing this process.

- g. For a more complete understanding of the funding guidelines, consult with your VR Counselor
7. While there are no set requirements to qualify for participating in the BDS, success in business at any level follows evidence of three factors:
- a. WANT - There must be valid reason or reasons for wanting to succeed
 - b. FIT - There must be a demonstrated willingness, ability and capacity to perform the desired activities and overcome any obstacles necessary for to attain progress over time
 - c. FOCUS - There must be a clearly defined objective and process for;
 - i. Benchmarking where you're currently at
 - ii. Defining where you want to be
 - iii. Clarifying how you're going to get there
 - iv. Tracking and refining actions accordingly over time to support desired outcomes
8. In general terms, respective roles and objectives for facilitating BDS progress include:
- a. **VR Counselor/Business Consultant Role and Objective:** VR Counselor/Business Consultant agree to support VR Customer progress in attaining their vocational objectives by facilitating awareness, access and use of relevant resources, programs and information.
 - b. **VR Customer Role and Objective:** VR Customer agrees...
 - i. To leverage their respective skills, knowledge and experience
 - ii. To purposefully engage in the BDS program, and
 - iii. To follow through on the required work necessary to support vocational and income objectives, as well as quality of life balance through self-employment pursuits

Our signatures below indicate that we have discussed the above information and to the best of our individual and collective understanding, agree to proceed with participating in the BDS under the terms and conditions introduced above.

VR Customer: _____
(Print Name)

Signature _____ Date: _____

VR Counselor: _____
(Print Name)

Signature _____ Date: _____

(- OR AS APPLICABLE -)

VR Consultant: _____
(Print Name)

Signature _____ Date: _____