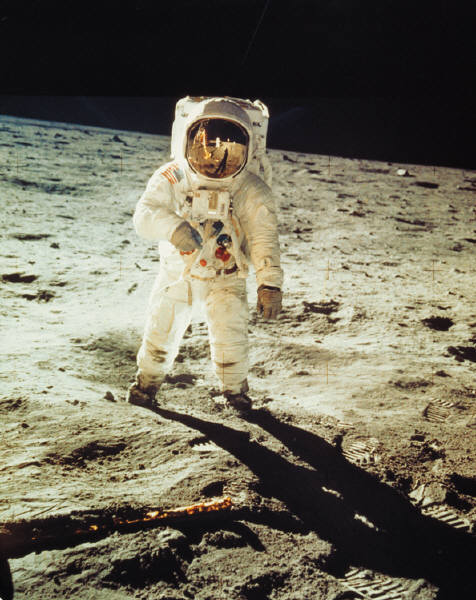
IT DOESN’T TAKE  A ROCKET SCIENTIST



Yes. Social Security Administration (SSA) instructions and forms are written in cryptic bureaucratic language.

Yes. The regulations are printed in the smallest type.

But, it doesn’t take a rocket scientist to understand and use Social Security Work Incentives. And these Work Incentives can dramatically improve the lives of people with disabilities.

This training manual provides a basic overview of Work Incentives and their parent programs; it may help you decipher the SSA forms and regulations.

The Social Security Administration understands that people with disabilities often view its disability programs as another barrier to employment. Even with programs and provisions such as the Trial Work Period, Employment Subsidy, extended Medicare and Medicaid coverage, Impairment Related Work Expenses/Blind Work Expenses, and Plans for Achieving Self Support, few beneficiaries return to work and leave the benefit rolls.

For years, the Social Security Administration has made an effort to increase employment of current and future SSA disability beneficiaries, thus increasing self-sufficiency and reducing dependency on benefits. With community input, SSA developed policy changes and educational efforts concerning employment of people with disabilities, geared to address the following barriers to employment:

* !  the security of regular monthly checks vs. the insecurity of lost benefits, lost medical coverage, and a sometimes unstable employment market;
* !  young people entering the disability rolls with few or no employment skills;
* !  the complexity of the benefit programs themselves, and the difficulty people who wish to  work have understanding them.
* While working on the policy changes, SSA assumed that :
* !  Most people with disabilities can and want to work.
* !  SSA can help people with disabilities begin or return to work.

**Despite barriers, beneficiaries *can work*, when supports are in place.**

Introduction



In 2004, then SSA Commissioner Joanne Barnhart testified at a Congressional Hearing that...

“Ongoing Employment Supports to assist beneficiaries to obtain and sustain employment will be tested, including a Benefit Offset demonstration to test the effects of allowing DI beneficiaries to work without total loss of benefits by reducing their monthly benefit $1 for every $2 of earnings above a specified level, and an Ongoing Medical Benefits demonstration to test the effects of providing ongoing health insurance coverage to beneficiaries who wish to work but have no other affordable access to health insurance.” It is hoped these supports, once the demonstrations have occurred, will blend with current Social Security Work Incentives to further reduce barriers to employment for persons with disabilities.

**Title II Work Incentives programs include:**

* Substantial Gainful Activity (SGA), which allows you to earn up to the SGA level, $1090 in 2015 or $1,820 (if blind) per month in 2015 without losing your SSDI;
* Trial Work Period (TWP), which allows people to try work without losing medical and financial benefits (gross earnings of $780/mo. =1 TWP mo. in 2015);
* Extended Period of Eligibility (EPE), which follows the TWP and protects a person’s disability status for up to 36 months even if the person grosses over Substantial Gainful Activity (SGA);
* Extended Medicare coverage and buy-in of Medicare following return to work; (lengthened to 8 1/2 years by the Ticket to Work and Work Incentive Improvement Act);
* Impairment Related Work Expenses (IRWE); and
* Subsidy.

**Title XVI Work Incentives include**:

* Continued eligibility for SSI even when earnings are above SGA [1619(a)]; Gross wage - $85, difference divided by 2 = SSI check deduction
* On-going Medicaid coverage when a person’s earnings preclude SSI benefit checks (1619b), $1,551 (2015)
* IRWE and Blind Work Expenses (BWE), which allow people to partly or fully recover expenses they incur while working
* Plans to Achieve Self Support (PASS)
* Student-Earned Income Exclusion (SEIE) ($1780/mo. in 2015 up to a total of $7,180/yr.).

Benefit Programs - Title II

TITLE II - SSDI SOCIAL SECURITY

DISABILITY INSURANCE

To be eligible for Title II, individuals must have insured status as former workers, or be eligible on the insured status of a specific relative like a parent or spouse. To establish insured status for benefits, individuals need 20 quarters of coverage (payment of Social Security taxes—FICA) in the 10 years before their disability started (those disabled before the age of 31 need less work to qualify).

Ann worked and paid taxes for 16 years before becoming disabled. She cannot work now, but because she has paid Social Security taxes, is eligible for SSDI.

To be eligible for SSDI benefits an individual must:

* Be determined medically disabled by SSA rules;
* Earn under the Substantial Gainful Activity level: $1,820 for people with blindness, $1,090 for all others, and not be working; and
* Have insured status as a former worker, or disabled widow/widower of a spouse who is a former worker. Minor children of former workers and their non-disabled parent. They may receive benefits on the former worker’s record.



SSDAC - Social Security Benefits for a Child Who is a Disabled Adult

Adults with disabilities who have not paid FICA (Social Security) taxes long enough to have insured status, may receive Title II benefits based upon their parent’s insured status.

Bob, Jr. is 25 and became disabled when he was 5 years old. Bob, Sr., is retiring after working and paying SSA taxes for 40 years. Bob, Jr. is eligible for SSDAC as soon as his father retires, and will get Medicare after 24 months.

To be eligible for this benefit, an individual must be:

* 18 years of age or older;
* Disabled before turning 22 years old;
* A child of an insured worker who is either disabled, retired or deceased; and
* Earnings must never have exceeded SGA level.



Substantial Gainful Activity (SGA)

If a person is earning income in excess of  $1090\month in 2015 ($1,820 if blind in 2014), that  person is considered to be earning at the Substantial Gainful Activity (SGA) level. However, if the  worker’s productivity is equal to that of non-disabled workers in comparable positions, he/she may be  determined to be earning at the SGA level even if gross earnings are less than $900/month. After the  Trial Work Period, if SSA determines that a person is earning at the SGA level, he/she will receive full benefit checks for an additional three months, and then his/her cash benefit will stop unless sufficient Social Security Work Incentives apply that can reduce how SSA looks at the earnings. Remember, for the 36 months that follow the TWP, disability status is protected and SSDI checks will be due for any month earnings are below SGA.

\* *In self-employment SGA may be determined as 80 hours per month.*

After working for many years, Catherine became disabled, but is now back working, earning $1,090 a month. SSA has determined that she is working at the SGA level. Her monthly SSDI checks will stop in 3 months. However, there are Social Security Work Incentives that may allow her to keep her SSDI benefits.

 Social Security Work

Incentives During SGA Determination

A Title II recipient may use Work Incentives to reduce the amount of gross earnings that SSA counts to determine if the person is earning at the SGA level. This may allow Title II recipients to maintain  benefit checks and Medicare. This strategy  encourages self-sufficiency and provides financial  security until sufficient supports (addressing physical  well-being and financial adequacy) are established. An IRWE (Impairment Related Work Expense) and Subsidy, both of which must be approved by SSA, are two of the Work Incentives that make a difference when SSA evaluates earnings for SGA. Definitions and discussion of these Work Incentives will follow.

Dave receives SSDI and is working, earning $1090 a month. He has an IRWE to pay for $400 in personal attendant care. This reduces his Countable Earned Income to $690/month and keeps him below the SGA level. He is still eligible for SSDI monthly benefits.



Trial Work Period (TWP)

SSDI/DAC recipients are entitled to a nine-month Trial Work Period (TWP), which provides opportunities to test work skills while maintaining full benefit checks regardless of earned income. The TWP begins the first month that a person is entitled to Title II benefits or files an application for disability benefits. Only months when wages exceed $780 in 2015(or 80 hours of work for self-employed people) count as Trial Work Period months. The TWP ends after a person has performed nine months (not necessarily consecutive) of trial work within a rolling period of 60 consecutive months. Sheltered workshop earnings equal to or in excess of $780 a month in 2015 count as TWP months.



Extended Period of Eligibility (EPE)

Ellen receives SSDI and wants to return to work, but her disability may prevent her from working a regular (40 hr.) schedule. Her TWP allows her to earn over $770 (2014) a month in those months when she is able, for up to 9 months in the 60 months beginning when she started her TWP. Following the TWP, she can continue to receive SSDI checks, if she doesn’t gross $1,090 per month. SSA still considers Ellen disabled during the EPE.

At the conclusion of the Trial Work Period, a person will enter a 36-month Extended Period of Eligibility (EPE). During this period, a person’s Social Security disability status is protected, even if he/she grosses over $1090/month in 2015 and isn’t due an SSDI check. However, during the EPE people may work and receive SSDI/DAC benefits for each month that gross earnings are below $1090. The EPE ends in the first month that a person earns SGA following the 36-month EPE period.

Medicare Coverage

Medicare is the health insurance for Title II beneficiaries. Medicare coverage starts 24 months after SSDI/DAC eligibility is established and cash benefits begin. Medicare has two parts:

**Hospital Insurance (Part A)**

Part A pays for inpatient hospital care and certain follow-up care. Part A is automatic for the person receiving SSDI/DAC benefits following the 24-month waiting period, and there is no cost to the person for the insurance, but there are some co-payments, deductibles, and limits on coverage.

**Medical Insurance (Part B)**

Part B pays for some doctors’ services and a variety of other medical services and supplies not covered by Part A. Medicare Part B is voluntary and is financed partly by low monthly premiums paid by recipients. Those who choose Medicare Part B coverage will have the premium deducted from their monthly benefit check. In 2015 the cost is $104.90/month, more for higher incomes.

Extended Medicare coverage is available for people who exceed SGA during the 9-month trial work period, and who continue to be disabled. The extended period of coverage is for a minimum of 39 months following the conclusion of the TWP and may extend for as long as 8 Ω years pursuant to the Ticket to Work and Work Incentives Improvement Act of 1999. Since April 1, 1990, disabled beneficiaries under the age of 65 have had the option of purchasing this extended Medicare coverage.

For the purposes of SSI eligibility, SSDI/DAC benefits are viewed as unearned income. In many cases, SSDI/DAC benefit amounts are below the Federal Benefit Rate (FBR) of $733/month (2015). As a result, recipients of SSDI/DAC often receive checks from both Title II and Title XVI. This can be an advantageous situation for establishing a PASS plan.

SSDI/DAC Benefits below FBR of $733.00

SSDI/DAC ($320 less $20 Exclusion) $300.00

SSI  $433.00

Total = FBR $733.00

Exclusion  + $20.00

TOTAL Benefits/month $753.00





TITLE XVI - SSI SUPPLEMENTAL

SECURITY INCOME

SSI is a needs-based program and provides a minimum level of monthly income ($733 for 2015 = Federal Benefit Rate, FBR). In order to be eligible for SSI, individuals must fit into one of the following categories:

* Disabled (according to Social Security rules),
* Blind: 20/200 or less in the better eye with glasses, or a field of vision less than 20 degrees

Ben is 20 years old, has had a disability since birth, and has no income or financial resources. He is eligible for SSI benefits of $733 a month in 2015.

* Aged 65 or older

**And**

* They must meet the income and resource test

SSI Resource Test

The SSI program has specific resource limitations that include cash in savings or investments and real or personal property. The current limit is:

$2,000 for adults receiving SSI and

$3,000 for couples

Resources **not counted** include:

* The home you live in and the land it’s on
* Household goods and personal property
* Burial space and money for the person
* Retroactive SSDI or SSI payments within the first 6 months
* PASS resources
* Property and assets in trust
* One auto, regardless of value
* Term life insurance policies and policies owned by others



FBR and Other Income

Each year Congress establishes the SSI Federal Benefit Rate (FBR), which is the maximum federal amount that individuals or couples can receive as a monthly cash benefit. The FBR for 2015 is $733. The amount of monthly SSI actually received, however, is affected by the following factors:

* Living arrangements and any in-kind support;
* Unearned income (Title II benefits, VA benefits, deemed income from non-disabled parents or spouse);
* Earned income from a job or any use of the available SSA Work Incentives, ie. IRWE, PASS, or Blind Work Incentive.

1619(a) is a Federal Law that establishes the formula to reduce the SSI check because of earned income.

SSI Earnings Formula Examples

Monthly Gross Earnings **$635.00**

- $85 (SSI Exclusions) ' **- $85.00**

= Difference **$550.00**

**Difference /2 $275.00**

**FBR 2015 $733.00**

**-$275.00**

**Amount of SSI Check $458.00**

Due to monthly earnings of $635, the FBR of $733 is reduced and the SSI check due is $458. The $275 Countable Income deduction is the amount available to be used in a PASS plan. More about this on page 21.

HINT: Title XVI PASS Rule: The Countable Income that is deducted from a recipient’s SSI check can be used to fund goods, services, and education to achieve a work goal with a PASS Plan. Where there is no other source of countable income or resources available to the SSI recipient, he/she must be working in order to have a PASS plan.

Medicaid Eligibility & Title XVI

In 32 states, eligibility for SSI automatically entitles the person to Medicaid. In the remaining states, the state uses either SSA’s or their own stricter definition of eligibility to determine Medicaid eligibility. If a person fails to meet their state’s stricter Medicaid criteria, their eligibility for Medicaid under 1619(a/b) depends on their receiving Medicaid in the month before they enter 1619(b).

Some health and medical services are mandatory  under Medicaid, while others are optional and may include: physician care, pharmacy services, podiatry care, home health care, certain medical supplies, communication devices, wheelchairs, x-ray services, eye examinations and glasses, psychiatric services, and some dental care.

Ken receives SSI and lives in Alaska. He is automatically eligible for Medicaid. When he goes to work and begins earning

$1,551 a month ($733 + $733 + $85 = $1,551 = $0 SSI)

He is not due any $ in his SSI check because of earned income, but keeps her/his Medicaid because of 1619(b).



1619(a) & 1619(b)

Public Law 99-643, enacted on July 1, 1987, created two Work Incentives for SSI recipients under Section 1619 of the Social Security Act. These are known as 1619(a) and 1619(b).

1619(a)

Section 1619(a) allows people who continue to be disabled to receive SSI checks and Medicaid benefits when their earnings are over the $1090 SGA level in 2015. The person continues in 1619(a) status as long as he/she meets all other eligibility requirements for SSI/Medicaid, and his/her earnings are more than the SGA amount per month but less than the SSA “Break-Even Point” (BEP = $1,551 in the year 2015). Once a person reaches the “Break Even Point,” his/her SSI check is reduced to $0, but the person is still considered eligible for SSI.

1619(b)

Section 1619(b) provides continued Medicaid eligibility for people who aren’t due SSI checks because their monthly earnings put their countable income above the Break-Even Point.

A second criteria for 1619(b) status requires that a person’s gross earnings fall below certain limits called “threshold amounts.” Earnings at or above the threshold amounts are considered to be sufficient to replace the cost of Medicaid coverage. Threshold amounts vary from state to state. Individual thresholds are computed when people have higher than average medical costs, such as attendant care or frequent hospitalizations. Individuals are no longer eligible for 1619(b) when their earnings exceed their individual or their state’s threshold amount.

The final criteria for 1619(b) continued Medicaid is the Medicaid Needs Test. Does the person need Medicaid in order to work? The individual needs to tell SSA how he/she has used Medicaid in the last 12 months, and/or expects to use it in the next 12 months, or the need for Medicaid if he/she should be injured or ill within the next 12 months. Based on past, current, or future need, SSA will decide the person meets the Medicaid Needs Test, and Medicaid continues.

To qualify for 1619(b) Medicaid status, a person must:

* !  Have a disabling condition/blindness;
* !  Need Medicaid in order to work;
* !  Be unable to afford benefits equivalent to those received if not working; and

! Meet all other requirements for SSI.



Importance of 1619(b)

Section 1619(b) not only protects Medicaid coverage, but also maintains eligibility to receive SSI cash benefits in future months if countable income falls below the “Break Even Point.” A person moves into 1619(b) status if she/he is not due an SSI check because of the amount of earned income. If individuals no longer meet SSI eligibility criteria, due to any other non- disability requirement, such as resources above $2000, eligibility is suspended until all eligibility requirements are met. Suspension can last for up to 12 months, beginning when benefits should have been suspended (regardless of when SSA actually takes suspension action). Individuals will be reinstated without filing new applications for SSI if all eligibility requirements are met again within 12 months following the first month of ineligibility. After 12 months of suspension, a new application must be filed.

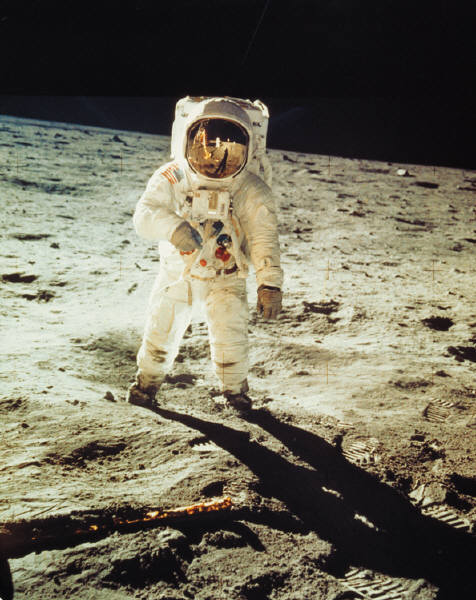


In-Kind Support

Jason has been receiving full SSI benefits of $733 (2015). He has recently moved in with his mother who is giving him free room and board. Because of the lack of reasonable payment of living expenses, Jason’s SSI check is reduced by 1/3 to $488.67.

Jason’s sister must charge Jason typical rent, food, utilities, expenses, and document them for SSA in order for Jason to get the whole SSI amount.

Individuals who live in someone else’s home and pay no money for their food and/or shelter expenses are considered to be receiving full “in-kind support.” People falling into this category will have their SSI checks reduced by one-third of the FBR amount. According to SSA rules, this is referred to as the “value of the reduction.”



Summary Chart

|  |  |
| --- | --- |
| Title II | Title XVI |
| Social Security  Disability  Insurance | Supplemental  Security  Income |
| SSDI & SSDAC | SSI |
| Disabled and having insured status as a worker or dependent of a worker | Little or no work record, limited income and resources, and have a disability |
| Benefits based upon earnings, age, and number of recipients on the record | Benefits based op living situation and earned and unearned income received |
| Either eligible and receive full benefit check or are ineligible and receive no cash benefits | If eligible, receive FBR of $733 per month (2015), which is reduced by countable earned and unearned income |
| Medical:  Medicare Parts A & B  After 24 months | Medical:  Medicaid automatic in 32 states |



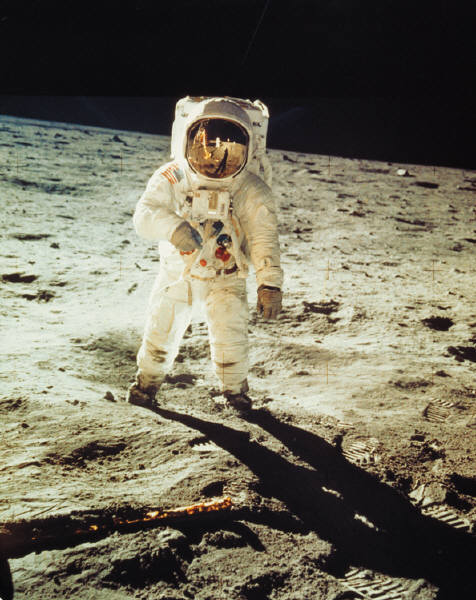
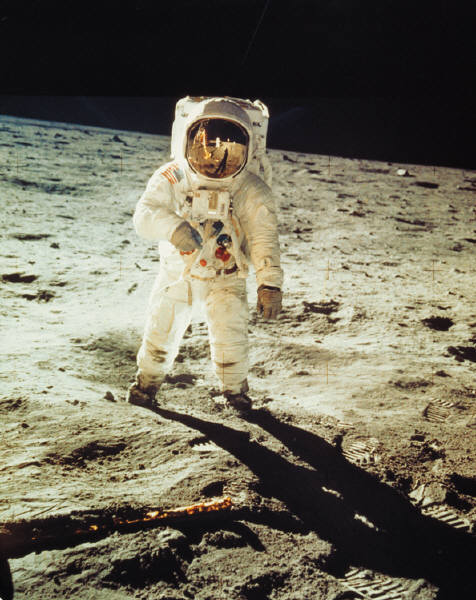
GENERAL PASS PLAN REQUIREMENTS

A Plan for Achieving Self Support (PASS) allows a person with a disability to set aside countable income and/or resources for a specific period of time to realize a work goal. Any person who receives SSI benefits, or receives SSDI or other unearned income and could qualify for SSI, can have a plan. There is no limit to the number of successful PASS plans a person may have in a lifetime.

Basic Requirements

The plan must:

* !  Result in a decreased reliance on benefits administered by Social Security
* !  Be designed specifically for the person
* !  Be in writing (can be written by anyone)
* !  Have a specific work goal that the person is capable of performing. SSA’s PASS Specialists will usually presume a PASS to be viable if Vocational Rehabilitation or a certified rehabilitation professional or special education teacher says the goal is feasible.
* !  Have a specific time frame for reaching the goal
* !  Show what money and other resources received will be used to reach the goal
* !  Show how the money and resources will be used
* !  Show how the money set aside will be kept separately from other funds
* !  Be approved by the Social Security Administration
* !  Be reviewed periodically to assure compliance



Likely Candidates for a PASS

* Both Earned and Unearned Income

 Individuals who have both earned and unearned income can set aside their countable wages, or unearned income, or both in a PASS and thereby establish SSI/Medicaid financial eligibility.

* Earned Income Only

Individuals with disabilities who have earned income only can set aside the countable portion of their earnings in a PASS to become financially eligible for SSI/Medicaid.

* Unearned Income Only

Individuals with unearned income only (SSDI, Railroad Retirement checks, Veterans Benefits, parental subsidies/gifts, etc.), can write a PASS to exclude the income (using all or part of the income to pay for PASS expenses) and thereby establish SSI/Medicaid financial eligibility.

Who May Help Set Up a Plan?

Anyone (e.g., vocational counselors, social workers, case managers, Employment Networks, employment specialists, or employers) may help a person with the plan. VR Counselors are especially good candidates since their involvement in the applicant’s PASS indicates feasibility, oversight, and the blending of public resources, which SSA encourages. SSA expects that by using a PASS, a person will decrease his/her reliance on benefits or cease to be eligible at all. VR can also pay for a PASS writer to write a PASS for someone. Free help is available from your local CWIC or WIPA.



**PASS Approval Requirements**

1. Feasible Occupational Goal

SSA requires that an occupational goal be certified as feasible for the person. A VR counselor or a person with CRC credentials can certify feasibility. The goal is the job the person wants, or wants to maintain (supported employment), including self-employment. The goal may also be a vocational evaluation. SSA will look at the goal, the age of the person, any prior work history, education and training, and type of disability. The PASS must indicate any current earnings and estimated earnings after the PASS has been completed. SSA will expect “SSDI-only” recipients to have earnings over the SGA level ($1090/month in 2015) at the end of their PASS.

2. Interval Steps/Milestones

The PASS should include specific milestones that document a person’s progress toward achieving his/her stated PASS goal. These should be concrete statements (e.g., begins school/job coaching, hired for job, finish paying for vehicle, etc.) that show the steps to goal achievement.

3. Definable Timetable

Specific time frames for meeting the milestones must be established within the PASS. Provide schedules for meeting the milestones and the vocational goal, indicating the month and year each step is expected to begin and end, and the beginning and end of the PASS plan itself.

4. Income/Resources to Be Set Aside

Plans must state the sources and amounts of income or resources to be set aside (earnings, benefits, savings accounts, etc.). The sources and amounts must be adequate to achieve the goals, but cannot be excessive. Separate accounts are required for PASS monies. Checking accounts provide excellent verification of PASS savings/expenditures, and can be paid for by the PASS.

5. Expenditures

The PASS must state how the money set aside will be spent to achieve the occupational goal. A list must be included of planned expenditures, with an explanation of their connection to the occupational goal. Expenses must be reasonable to be approved. Cost estimates for goods and services should indicate how the cost was calculated.

6. Organization

The PASS must be in writing, but there is no mandatory format as long as all questions are answered that appear on the SSA PASS form. Forms are available at your local SSA office, on the SSA website at http://www.ssa.gov/online/ssa-545.pdf , or the Rural Institute website at www.passplan.or

7. Deferred Expenses

Not all expenses may be allowed at the beginning of the PASS. In some cases, approval of certain goods and services may be contingent on the successful completion of milestones that justify the expense.





Examples of Possible PASS Expenditures

* Equipment, supplies, start-up capital, and inventory required to establish a business
* Any cost associated with an educational or occupational training program, including tutoring, counseling, vocational evaluation and work experience, etc.
* Attendant care/personal assistance, or job coaching
* Child care
* Equipment or tools, either specific to the individual’s condition or designed for general use
* Uniforms, specialized clothing (including dress business clothing), safety equipment
* Least costly alternatives for transportation including: - Public Transportation and common carriers - Hire of private or commercial carriers - Purchase of a private vehicle
* Dues and publications for academic or professional purposes
* Modifications to buildings or vehicles to accommodate a person’s disability
* Licenses, certifications, and permits necessary for employment or self-employment
* The PASS Work Incentive will fund any goods/services that will enable a person to become more self-sufficient. PASS funds are frequently portioned out over the duration of the PASS. Paying for items must be prioritized as to their relative importance in the person’s employment plan. For example, a new vehicle may be a high priority at the outset of planning, but due to the expense of other items that are critical to the success of the plan, a less expensive model may be preferable.
* In many ways, PASS plan preparation is another avenue for Vocational Rehabilitation counselors and participants to define employment and career goals in the light of resources. VR can pay for a professional PASS writer to help someone write their plan. Work Incentive Planning and Assistance (WIPA) organizations and state Protection and Advocacy (P & A)
* organizations are good places to get free help with a PASS, as are Ticket to Work Employment Networks (ENs).



Funding Supported Employment Services Through PASS Plans

Supported Employment (SE) services may be funded using a PASS. Only in a Supported Employment PASS can the goal be to “maintain” a job or self-employment. “Increased self- support” in most PASS plans implies an increase in earnings, but in Supported Employment PASS plans, “increased self-support” may include reduced reliance on job coaching or other services or an increase in the hours someone is able to work or the hourly wage they receive. The plan should specify (estimate) the anticipated declining level of supports required over time (fading schedule of a job coach) or the anticipated schedule of increased hours worked.

SELF-EMPLOYMENT:

Through the Implementation of



Social Security Work Incentives

Self-employment is a particularly viable work outcome in rural communities. Partnerships, ownership of business resources, limited partnerships, and small business sole proprietorships are progressive, beneficial tools for enhancing both the lives of people with disabilities and the economic development of their communities.

Goods and services are scarce in rural communities and residents may have to patronize services and shop in more urban communities many miles away. However, the economic development of any community depends on attracting money from outside sources. New businesses must start and existing businesses must expand in order to ensure a community’s stability and growth.

Entrepreneurs with disabilities can make significant financial and social contributions to the health and well-being of their rural communities. Many can access funds through Social Security Work Incentives to start small businesses or invest in established enterprises. In 1996, a Government Accounting Office report showed that of 10,000 PASS plans in operation, over a third had set aside funds for self-employment. Participants had purchased real estate, business equipment, tools, computers, vehicles, clothing, livestock, and other goods and services that would help them work and contribute to their communities. If the PASS funding also allowed leverage of other resources (such as loans from banks, credit unions, or the Small Business Administration), the businesses had a great probability of success.

PASS plans are an excellent, workable funding mix that allows consumers to be involved in making choices that lead to employment success.

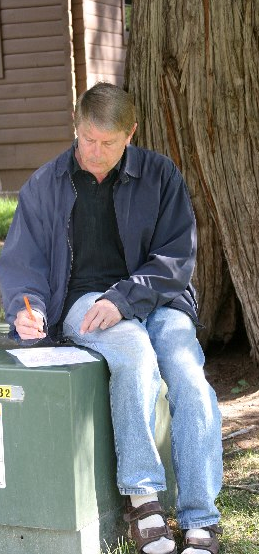
 Starting a Business with a PASS

If a person is submitting a PASS with the work goal of self-employment in a small business, he/she must include a detailed business plan. Applicants can use assistance from vocational counselors, Small Business Administration personnel, Small Business Development advisers, local banks, and Chambers of Commerce. There are also many websites on writing business plans. If need be, Vocational Rehabilitation can pay for someone to write a plan.

The following business plan components are critical:

* Business name, address, owner
* Business type/form (e.g. sole proprietorship, partnership, etc.)
* Description of the principle activity of the business, including a description of the product and/or service to be provided
* Explanation of the specific objectives of the business along with timetables for establishing the business and attaining the stated objectives
* Explanation as to why the business should succeed and its unique features
* A description of the target market and demographics
* A description of the mechanism for the pricing of the product/service
* A financial plan
* Advertising/marketing plan
* A list of personnel and their roles/qualifications

A business plan is necessary if a PASS is written to establish limited partnerships (through the purchase of equipment and/or other assets), or to establish an independent enterprise in conjunction with a pre-existing business where work will be out-sourced.



This manual is dedicated to its co-author, mentor, and, some say,

Saint, Mr. Dave Hammis, whose passing has left a giant tear in the fabric of the universe.

He was, and still is, the original Rocket Scientist.

All of us who miss him.