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Governor

STATE WORKFORCE INVESTMENT BOARD  
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## WORKFORCE SYSTEM POLICY AND PROCEDURES

<b>ISSUANCE DATE:</b>	<b>January 19, 2013</b>
<b>POLICY NUMBER:</b>	<b>12-05</b>
<b>RECISSION:</b>	

**To:** Bureau of Employment Services, MDOL  
Local Board Directors

**From:** Garret J. Oswald, Director  
State Workforce Investment Board

**CC:** CareerCenter Distribution  
Service Provider Directors  
BRS Director  
BES CMCC

**Subject:** Promotion and Availability of Entrepreneurship Training as a required service

### Background:

Maine has a deeply ingrained tradition of small independent businesses and employers, with many organizations that promote business start-ups and programs that encourage unemployed individuals to explore self-employment options. Under the Workforce Investment Act of 1998 (WIA) section 134(d)(4)(D)(vi), entrepreneurial services are an approved training service. In 2005, the US Department of Labor's Employment and Training Administration issued Training and Employment Guidance Letter (TEGL) Number 16-04, encouraging the workforce system to make entrepreneurial training opportunities available for people interested in self-employment under Title 1 of the WIA. According to the Quarterly Census of Employment and Wages reported by the Maine Center for Workforce Research and Information, 97% of Maine's employers have fewer than 50 employees (63% have fewer than 5 employees), and business ownership is one of the many ways individuals can achieve economic security. In addition, business ownership can lead to employment for others and can be a source of revenue for the state. Business ownership services are a form of workforce development.

**Policy:**

The promotion of entrepreneurship is a required service in Maine CareerCenters. CareerCenters are encouraged to be creative, innovative, experimental, and flexible,

**Guidance:**

CareerCenters can meet the requirement to promote entrepreneurship in the following ways:

- Provision of education and information that enables individuals to assess their interest and capacity to start their own businesses
- Co-location with or office hours in the CareerCenter for agencies that provide business ownership assistance and services, such as, but not limited to, the Small Business Development Center; the Maine Centers for Women, Work and Community; and the Department of Economic and Community Development
- Provision of workshops or other programs that provide instruction, tools, and assistance to people interested in entrepreneurship and business ownership
- Partnering with Chambers of Commerce to provide programs and services that promote and encourage entrepreneurship
- Referrals to entities that provide entrepreneurship and business ownership assistance and services
- Referrals to adult education programs; higher education business programs; other business courses; Maine Centers for Women, Work, and Community; and agencies such as the Small Business Administration, Procurement Technical Assistance Center, Coastal Enterprises Incorporated, Maine SCORE, Economic Development Districts, and others.
- Development of in-house expertise on business development and ownership
- Collaborations on grant proposals addressing the promotion and encouragement of entrepreneurship
- Partnerships with organizations and educations on special events, conferences, etc. that address business development and ownership
- Special events or programs on entrepreneurship
- Membership in local Chambers of Commerce

This is not an exhaustive list, nor do CareerCenters have to engage in all of these activities.

**Performance Goals:**

In the first year of this policy's implementation, baseline metrics will be reported on the Performance Scorecard. Those indicators will be evaluated and used to establish future performance objectives to be mutually agreed to among LWIBs, CareerCenters, and partner agencies.

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