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Phoenix Business and Workforce Development Board <small>(approval authority)</small>	<i>Date Approved:</i> 01/30/2020	<i>Subject # &amp; Title:</i> .603 – Entrepreneurial Services	

**I. APPLICABILITY/SCOPE**

This policy applies to all Workforce Innovation and Opportunity Act (WIOA) Title I-B staff and contractors (if applicable) delivering workforce development Adult and Dislocated Worker programs and services.

**II. PURPOSE**

This policy is to establish guidelines and criteria to be used in Adult and Dislocated Worker Training services to assist participants of the Workforce Innovation and Opportunity Act (WIOA) Title I-B programs in gaining skills and knowledge to obtain and retain employment.

**III. BACKGROUND**

This section provides policy for training services available to unemployed and underemployed adults, and to dislocated workers. Training services prepare individuals for the workforce by providing in-demand skills that meet employers’ needs based on labor market information, career pathways, business outreach, and sector strategies as determined annually by the Phoenix Business and Workforce Development Board. Through job-driven training, individuals acquire the skills needed to obtain and/or retain employment and increased earnings, which may lead to self-sufficiency.


**IV. POLICY**

**A. Entrepreneur Services**

1. Workforce funding and resources can complement and enhance existing efforts to support entrepreneurship and self-employment in a local or regional economy. The Business Roadmap Program is an entrepreneurial service that is provided through a Memorandum of Agreement (MOA) established between the Phoenix Business and Workforce Development Board and the City of Phoenix Library Department.
2. The Business Roadmap Program is a series of eight start-up workshops detailing the essentials for starting a business. The program is open to anyone interested in learning about small business. Upon completion of all eight classes, participants will receive a certificate of completion and may be eligible for additional opportunities to assist with their business success.
3. WIOA funding cannot be used for business start-up costs according to the provisions of Section 181. Start-up costs associated with entrepreneur training would also fall under the prohibition, along with the start-up costs of an agency that would provide services to WIOA clients.

**V. POLICY MANAGEMENT REQUIREMENTS**

This policy will be reviewed annually by the Human Services Department Career Services Program Supervisor and staff for ARIZONA@WORK City of Phoenix and submitted to Division Deputy Director and Human Services Director for review and approval. Recommendations for revision will be submitted to Community and

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Economic Development Department Board Governance staff and Board Executive Director for final review prior to review and approval endorsement of the Executive Leadership Committee to Phoenix Business and Workforce Development Board.

**VI. ADDITIONAL OR MISCELLANEOUS INFORMATION**

N/A