

# Existing Business Policy

## Employment & Wage Assessment

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### Vocational Rehabilitation

As part of the Existing Business Policy, an Employment and Wage Assessment (EWA) is conducted to determine whether the business owner (consumer) has made at least minimum wage for each of the past three (3) years. The EWA is then used by DWD's Division of Vocational Rehabilitation (DVR) to determine its ability to provide services under this policy.

CAP Services, Inc. is contracted by DVR to complete the EWA. Below are documents CAP Services, Inc. may request to complete the assessment. Gathering these documents now, before they are requested, will speed up the EWA process. If you have a financial advisor, they may be able to help you obtain the necessary documents and information.

Documentation of Ownership

This may include:

- Ownership of Wisconsin-based business
- Partnership Agreement
- Division of Profit and Loss
- Transition Agreement
- Withdrawal or Death Dissolution

Most Recent Three Years of Completed Federal Income Tax Returns, Schedules and Worksheets for Your Business

- The consumer or their financial advisor may send these, and other supporting documents, directly to CAP Services, Inc.

Business Operations Summary

- Years in operations
- Type of business
- Number of employees (full-time vs. part-time), and the relationship of each employee to you

Income Distribution

- A description of who claims business income and how it is distributed

Most Recent Property Tax Bill

- Only applicable if the consumer owns property where the business operates

Completed Business Inquiry Form

- Form will be provided by CAP Services, Inc.

# FAQs: Employment and Wage Assessment

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## Who will be conducting the Employment & Wage Assessment (EWA)?

CAP Services, Inc. is a private, nonprofit corporation headquartered in Stevens Point, WI.

## How Long Can the Assessment Take?

After DVR authorizes CAP Services, Inc. to conduct the EWA, they will have five (5) business days to contact you via email or postal mail to request various financial documents. Once CAP Services, Inc. has all the necessary documentation, and has received answers to any follow-up questions they may have, it may take up to 30 days to verify that you meet federal Competitive Integrated Employment (CIE) requirements and may be served under the DVR Existing Business Policy. This process may take less than 30 days if all supporting documents are provided to CAP Services, Inc. in a timely manner.

## How Can I Prepare for the Employment & Wage Assessment?

To prepare for the EWA, use the checklist on the front page of this handout to gather the documentation you will need to provide to CAP Services, Inc. If you are unsure where to find these documents, contact an accountant or financial advisor for help.

## Why is there a wage requirement?

The federal Workforce Innovation and Opportunity Act (WIOA) requires DVR to ensure that job placements meet the definition of Competitive, Integrated Employment (CIE). This includes earning at least minimum wage or, if the business owner earns less than minimum wage, a wage comparable to other business owners in the same profession. In order to successfully close a case under the Existing Business Policy, a consumer must have a job goal that meets these requirements.

## What is the Business Inquiry Form?

The Business Inquiry Form is a simple, two-page document used to collect basic business owner information such as: Home Address, Business Address, Business Identification Numbers. It also authorizes CAP Services, Inc. to obtain the required information to complete the Employment and Wage Assessment.

## Who can I contact for more information??

DVR Main Office:

(608) 261-0050 (Voice)

(800) 442-3477 (Toll Free)

(608) 266-1133 (Fax)

Email: [dvr@dwd.wisconsin.gov](mailto:dvr@dwd.wisconsin.gov)

Website: [dwd.wisconsin.gov/dvr](http://dwd.wisconsin.gov/dvr)