# Vocational Rehabilitation Services Manual Section C-1100

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## C-1102: What Is Self-Employment?

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### C-1102-12: Goods and Services Not Provided

Self-employment services must not include the purchase of:

* buildings or other structures requiring a fixed foundation that cannot be moved for use by another customer;
* bonding fees;
* criminal or civil fines including traffic tickets;
* dues to professional associations or trade unions unless justified as critical;
* fees for registration of inventions, patents, trademarks, or copyrights;
* fees for use of franchise names;
* fees and membership fees for pyramid or multilevel marketing ventures;
* firearms of any kind, or components of a firearm;
* franchise rights (for example, Pizza Hut, McDonald's);
* insurance;
* operating capital;
* municipal or state tax assessments on occupations;
* real estate;
* sales tax security deposit; or
* vehicles, boats, aircraft, or trailers that require a certificate of title or registration to be used on public roads, highways, or waterways (check with the Texas Department of Public Safety for more information—for example, many small trailers do not require a title of ownership).

The cost of any of these items is included in the total cost of the venture reported in the business plan and considered part of the customer's contribution. However, even if the customer were to contribute fees associated with franchises, pyramid ventures, or other activities for which VR does not provide support (see VRSM C-1102), VR funds cannot be used for associated supports.

VR may not participate in the cost of renovating or remodeling permanent structures.

All modifications to facilities used for the business venture that are sponsored with any VR funds must:

* be removable and transportable; and
* adhere to local building zones and codes.

Funds for such modifications are limited to those that are essential to start the business and when the business cannot be conducted without the requested modifications.

The customer is responsible for identifying a business location. VR counselors are never authorized to sign lease or rental agreements. The lease is between the customer and property owner or property manager.

The customer is responsible for obtaining and completing applications for all required certificates, licenses, and permits needed to operate the business. VR counselors may provide assistance with these applications when necessary. The customer is responsible for ensuring compliance with all zoning laws.

An amendment to the original business plan is required when further funding is requested after the initial approval of a business venture. The amendment must contain justification for the additional funding. The VR Supervisor or VR Manager and regional director must approve any requests for additional funding for the business.

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