

CLIMB Desk Reference

Converting Layoffs Into Minnesota Businesses (CLIMB) is a set of allowable activities within the Dislocated Worker (DW) program to assist participants interested in starting or growing a business.

Eligibility and Enrollment

- ☐ Individual is enrolled in DW
- ☐ The IEP reflects CLIMB goals
- ☐ The individual has completed required steps to be enrolled in CLIMB
- ☐ Case Notes include conversations/decisions about CLIMB
- ☐ Case Notes include progress towards goals (Completing business plan, training, connecting with business service programs, etc.)

Funding

- ☐ The participant has been informed that CLIMB does not provide grant or loans to directly benefit the participant's business in any way.
- ☐ The participant has been informed of training available through State DW program
- ☐ The participant has been informed of consulting available through State DW/community program
- ☐ The participant has been referred to the appropriate organization to learn about business funding strategies, opportunities, etc.
- ☐ The participant has contacted business service programs for further assistance

Unemployment Insurance (UI) Benefits

- ☐ The participant has received communication from UI
- ☐ The participant has followed up UI (paperwork)
- ☐ Earnings from business (does not impact UI)
- ☐ Earnings outside of business (must be reported and may impact UI)
- ☐ The participant was provided severance benefits through their employer (UI will not contact a participant until they have run out)

Performance and Data Validation

- ☐ EC must maintain contact every 30 days with participant
- ☐ EC must capture any credentials and/or Measurable Skills Gains (MSGs) from any paid CLIMB trainings
- ☐ Performance measures for CLIMB participants are measured at the state level
- ☐ If participant chooses to leave CLIMB and look for unsubsidized employment, update IEP with changed goals and close all CLIMB activities with the status of "Unsuccessful" and open a new job search activity.

Exit from CLIMB

- ☐ If participant is making a livable wage in self-employment, close all CLIMB activities as "Successful" and exit the participant with the exit reason of "Started Business/Self-Employed."

- ☐ If participant pursues and accepts unsubsidized employment, they should be exited from all CLIMB activities as “Unsuccessful” and exit with the status as “Entered Unsubsidized Employment.” Do not open a new job search activity.

Employment Verification after Exit: Supplemental Wage Collection

After exiting the participant from the DW program, the counselor must verify the participant’s self-employment by documenting one or more of the following in the participant’s case file for each of the four quarters after the exiting quarter:

- ☐ IRS Form 1040-ES
- ☐ 1099 Tax form (for proof of contracted wages)
- ☐ A list of individuals with whom the participant does business (names, addresses, phone numbers)
- ☐ A list of companies or individuals from whom they purchase supplies or services (names, addresses, phone numbers)
- ☐ Advertising materials the participant used to market their products or services.

The state reserves the right to call customers and vendors to substantiate that the participant was working during each of the three quarters. Enter here

Resources

Starting a Business in Minnesota - <https://mn.gov/deed/business/starting-business/>

Starting a business in Minnesota is not a single decision but a series of them, each one an important step on the road to a successful launch. Here we help you tackle the most common questions in the order you're most likely to need answers.

Small Business Development Centers - <https://mn.gov/deed/business/help/sbdc/>

Most every business begins as a small business. While some stay small in scale and scope, others continually grow and diversify. No matter how your business may grow or change, one thing remains constant: Your profitability and growth depend on your ability to make sound business decisions.

University of St. Thomas Opus College of Business Small Business Development Center - <https://business.stthomas.edu/centers-institutes/small-business-development/index.html>

The University of St. Thomas Small Business Development Center (SBDC) provides free, confidential business consulting services and modestly-priced workshops to help established businesses and startups develop strategies to attract customers, increase sales and improve profitability.

Women Venture - <https://www.womenventure.org/services/training/>



We offer training and support for entrepreneurs at every stage of their journey to help them create profitable, sustainable small businesses. Experienced and professional facilitators, mentors, and consultants provide a community of support to grow your business. Courses are available in-person and online.

U.S. Small Business Administration – Minnesota District - <https://www.sba.gov/district/minnesota>

Our office provides help with SBA services including funding programs, counseling, federal contracting certifications, and disaster recovery. We can also connect you to our partner organizations, lenders, and other community groups that help small businesses succeed. The Minnesota District Office services the entire state of Minnesota.

CLIMB for Dislocated Worker on CareerForce - <https://www.careerforcemn.com/CLIMB>

CLIMB (Converting Layoffs into Minnesota Businesses) is a component of the state-funded Dislocated Worker program designed to assist aspiring entrepreneurs with training and consulting for a successful business launch or growth. Get program details and resources, including FAQ.

Dislocated Worker Program Resources for Service Providers - <https://mn.gov/deed/programs-services/dislocated-worker/dislocated-worker/resources/>

The Office of Dislocated Worker and Federal Adult Programs oversees a variety of employment and training services that are individualized to meet the unique needs of each participant. Information provided supports counselors and service providers in the administration of DWFA programs and services.