



## **CONDITIONS FOR ENTRY TO THE BACK TO WORK ENTERPRISE ALLOWANCE SCHEME (BTWEAS)**

### **What is the BTWEA scheme?**

The Back to Work Enterprise Allowance Scheme (BTWEAS) is designed to encourage the long-term unemployed to take up self-employment opportunities. It does this by allowing individuals who are getting certain social welfare payments, to retain a reducing proportion of their social welfare payment plus secondary benefits **over a period of two years**, while becoming self-employed and during the following two years while getting established in business.

The focus of the scheme is to provide advice, support, training and non-financial assistance for those target group members who have entered self-employment. The emphasis has been placed on building confidence, increasing the skills base and putting in place supports to promote sustainable self-employment.

<b>The “Qualifying Conditions” for entry to the BTWEAS scheme include:</b>
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The Applicant must:

- 1. Have been unemployed for one year (12 months) or more and have an entitlement to Jobseekers Allowance (formerly known as Unemployment Assistance for 15 months (or 12 months if you are aged 50 or over) or another Social Welfare payment including Illness Benefit. Time spent on FAS, Failte Ireland, Teagasc, FIT, Community Employment, Job Initiative and Back to Education Schemes and/or time spent in prison as accepted as periods of unemployment. Also persons who have previously participated in the BTWEAS scheme can participate a second time after a period of 5 years has elapsed.**

**In the 7/04/09 Budget a Short-Term Enterprise Allowance Scheme (STEA) was introduced. Those entitled are Jobseeker benefit participants with either 104 contributions paid or who qualified for statutory redundancy from their most recent employment. There is no qualifying period for this scheme and the duration is the remaining period of the Jobseekers benefit claim i.e. up to 234 days or 312 days. Payment will be made at the appropriate Jobseeker benefit rate (i.e. full or graduated).**

2. **Demonstrate that you have the skills and experience to do the job or provide the service proposed.**
3. **Provide evidence that the business proposed will be full-time (not seasonal, temporary or part-time). Supporting that claim will require evidence of “work contracts” and market research conducted prior to becoming self-employed.**
4. **Be living in the Inishowen Development Partnership area (the Peninsula of Inishowen including Newtowncunningham).**
5. **Be deemed eligible by the Department of Social, & Family Affairs (DSFA) to participate on the BTWEA scheme** (e.g. generally be 1 year on the Live Register and in receipt of a welfare payment). Other periods spent on other Government funded employment initiatives will also count as qualifying periods – FAS, CE, etc.). **DSFA eligibility for participation on BTWEAS is determined by completing the Inishowen Development Partnership “Expression of Interest Form which is submitted to DSFA in advance of commencing the BTWEAS process with an applicant.**
6. **Be aware that “applicants” must be setting up in self-employment (not continuing with existing businesses).**
7. **Be aware that the formal start-up date of business only commences after approval in writing for entry to the BTWEA scheme is received from the Inishowen Development Partnership.**
8. **Be aware that the DSFA has responsibility for the transfer of your social welfare payment to the Back to Work Enterprise Allowance payment and that this process can take an additional number of weeks after your approval for entry to the BTWEAS scheme.**
9. **Be willing to participate in Business Training** organised by the Inishowen Development Partnership. This ensures that applicants are provided the opportunity to acquire the necessary information for commencing in business and can obtain/improve the skills required which will help to manage the business effectively.
10. **Be willing to meet the Enterprise Development Officer at the Inishowen Development Partnership for interview in order to assess the viability of the proposed project as regularly as deemed appropriate.**
11. **Be willing to prepare a Business Plan** and to complete the documentation required by the Department of Social & Family Affairs which includes a **DSFA BTW2 Form** and the **Revenue Commissioners TR1 form.**

12. **Be willing to accept (if offered) the services offered by the Inishowen Development Partnership's Panel of Business Advisors (Mentors).**
13. **Be willing to keep in regular contact with the Inishowen Development Partnership, through the Enterprise Development Officer, while you are in receipt of the Back to Work Enterprise Allowance Scheme.**

<b>Undertaking by the Applicant</b>
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**I confirm**

1. **That I have read the conditions governing Back to Work Enterprise Allowance Scheme and agree to abide by them.**
2. **That while I am a participant on Back to Work Enterprise Allowance Scheme, I will notify any change of address in writing to the Inishowen Development Partnership immediately.**
3. **That I will work full-time in the business and inform the Inishowen Development Partnership (IDP) immediately, in the event of cessation of the business or any change in the nature of it for whatever reason.**

This in practice means advising the Enterprise Development Officer at the Inishowen Development Partnership Company (IDP) of instances when I am unable to work full time in the business because of ill-health, lack of work, changed circumstances etc. so that this new situation is on record with IDP and the Department of Social & Family Affairs (DSFA) and in order that my BTWEAS payment will not be duly affected.

4. **That I will register with the Revenue Commissioners (RC) as Self-Employed and that I understand that it my responsibility to ensure that I am tax compliant while in business.**
5. **That, as necessary, I will register my business for VAT and as an Employer with the Revenue Commissioners.**
6. **That I will complete all the documentation required for entry to the BTWEAS in a timely fashion – (within one month after work commencing). This includes submission to DSFA of**
  - **Full Business Plan**
  - **Completion of the DSFA BTW2 Form**

- **Completion of the Revenue Commissioners TR1 Form**
  - **Sign off to evidence understanding and knowledge of the “Conditions for Entry to the Back to Work Enterprise Allowance Scheme” Form prepared by the Inishowen Development Partnership Company.**
  - **Any other information as deemed required by the Inishowen Development Partnership which ensures eligibility for entry to the BTWEAS. (An example might be a “Fit to Work Certificate from your Doctor if you are transferring from a Disability or Invalidity Payment).**
7. **Acknowledge understanding that the Inishowen Development Partnership cannot be held responsible for any claim by me or another party in relation to my business.**
  8. **Undertake to participate in any Business Training recommended by Inishowen Development Partnership in order to obtain or develop the skills, which will allow them manage his/her business more effectively.**
  9. **Provide the required evidence that “books and records” will be kept from commencement of self-employment to enable the Inishowen Development Partnership to inspect and determine at any time during the four year period of the BTWEAS that the business is operational and permit any validation of income by an Inspector of Taxes, or any other Agency requiring this information (e.g. HSE).**
  10. **Ensure that the business complies at all times with Health & Safety requirements for small business e.g. “Safety Statement” Incident/Accident documentation on hand, training as required by law for example Manual Handling, Safe Pass, etc.**
  11. **Accept the entitlement of the Inishowen Development Partnership and/or the Department of Social & Family Affairs to remove me from Back to Work Enterprise Allowance scheme, in the event of any misrepresentation, in relation to my participation on the scheme, or if I do not abide by the conditions of the scheme.**

Signed: \_\_\_\_\_

**Participant on the BTWEAS**

Date: \_\_\_\_\_

Signed \_\_\_\_\_

**Enterprise Development Officer**

Date: \_\_\_\_\_