

Business Enterprise (BE) Food Service Management Training Program Admissions Procedure

Overview

Information and documentation needs to be gathered to submit to BSVI BE Area Managers Vicki Smith (Akron / Canton, Cleveland, Toledo, Zanesville) 330-438-0580 victoria.smith@ood.ohio.gov or Jarett Roush (Cincinnati, Columbus, Dayton) 937-331-5000 jarett.roush@ood.ohio.gov in order to determine if the candidate meets Business Enterprise qualifications. After receiving all required information and documentation, the Area Manager arranges a personal interview with the candidate for final approval.

BSVI Counselor Steps

- Download a Business Enterprise training application from the BE Area Manager from the Internet: (<http://www.rsc.ohio.gov/index/resources/partners-and-programs/business-enterprise/be-licensee-information>)
- Complete the application and return via e-mail to the BE Area Manager (please see above).
- The BE Area Manager will contact the consumer to discuss the Business Enterprise Program and answer any questions the consumer may have regarding the program after receiving the application.
- If the consumer is still interested in pursuing the training, the next step is to determine eligibility.

Eligibility

Obtain documentation that verifies consumer meets the following eligibility criteria:

- Legally blind (“Blind/legally blind” is a physical condition in which the central visual acuity is not more than 20/200 in the better eye with correcting lenses; or in which the visual acuity with proper correction, if better than 20/200, is accompanied by a limit to the field of vision in the better eye to such a degree that its widest diameter subtends an angle of no greater than twenty degrees as defined in division (B) of section 3304.28 of the Revised Code.) (document with a current Eye Report. If totally blind, last Eye Report)

- Citizen of the United States (birth certificate or citizenship documentation)
- Twenty one (21) years old or older (birth certificate)
- Has a high school diploma or has obtained a GED (copy of diploma)
- Has completed a criminal background check (required for gaining admittance to federal and state facilities)
- Have drug / alcohol screening results indicating “negative” use. (Recent screenings required.)
- Credit check (A “free” credit check is available online.)
- Demonstrates effective written and oral communication skills
- Appropriate interpersonal skills for a retail business environment
- No past due Business Enterprise debts in Ohio and other states

Evaluation

All evaluation testing for eligibility will be covered by VR.

- **Vocational Evaluation**
- **Psychological Evaluation**
- **Medical Checklist and Physical Capacities Assessment**
- **Business Enterprise pre-training math test:** The math test can be e-mailed to you by the BE Area Manager. The applicant must receive an 80% or above for further consideration. If the applicant is unable to get an 80% or above, remedial tutoring would need to be provided. The BE Area Manager will talk with the BSVI counselor about who is administering the pre-training math test.
- **Computer Evaluation:** A computer evaluation will need to be completed. The consumer, if determined to be a successful candidate for the Business Enterprise, is required to file all paperwork electronically through the Ohio Business Gateway for the Business Enterprise Program.
- **BE In-stand Pre-training Evaluation:** The goal of this evaluation is to provide one week of vending and one week in open food. One purpose of this is to give the consumer an up-close look at being in the program. Another purpose is to

determine if the consumer has the potential to become a Business Enterprise Manager, observing hands-on skills, initiative, etc.

When all of the testing is completed, please e-mail all information and documentation to the appropriate BE Area Manager where the potential operator resides:

- Vicki Smith (Akron / Canton, Cleveland, Toledo, Zanesville) 330-438-0580
victoria.smith@ood.ohio.gov or
- Jarett Roush (Cincinnati, Columbus, Dayton) 937-331-5000
jarett.roush@ood.ohio.gov
- This documentation includes:
 - Current eye report
 - Birth certificate or citizenship documentation
 - Copy of high school diploma or GED certification
 - Criminal background check
 - Drug / alcohol screening
 - Credit check
 - Vocational evaluation and psychological evaluation
 - Medical checklist / Physical Capacities assessment
 - Business Enterprise pre-training math test
 - Computer evaluation
 - BE In-Stand Pre-training evaluation
- After the BE Area Manager receives the information, the BE Area Manager will set up an interview with the consumer and BSVI counselor.
- After meeting with the consumer and BSVI counselor, the BE Area Manager will either approve or suggest options for the consumer.

Online Business Enterprise Training Approval

- The BSVI Counselor will receive notification from the BE Area Manager indicating approval to begin the Business Enterprise online training program.
- The BE Area Manager will send a welcome letter to the new trainee that explains how to begin the Business Enterprise online training.
- ServSafe certification, a food safety and sanitation program / textbook from the National Restaurant Association, is required as part of the Business Enterprise training program. This certification is available through the local health

department, school, or online (not accessible for individuals using JAWS or with limited vision). This cost will be covered by VR.

- BSVI Counselor will be sent progress reports via e-mail during Business Enterprise online training weekly.

Business Enterprise (BE) Food Service Management Training Program Admissions Checklist

Consumer Name: _____

Complete & file for BE Area Manager to review:

Please check off when completed

<input type="checkbox"/>	Current eye report
<input type="checkbox"/>	Birth certificate or citizenship documentation
<input type="checkbox"/>	Copy of high school diploma or GED certification
<input type="checkbox"/>	Criminal background check
<input type="checkbox"/>	Drug / alcohol screening
<input type="checkbox"/>	Credit check
<input type="checkbox"/>	Vocational evaluation and psychological evaluation
<input type="checkbox"/>	Medical checklist / Physical Capacities assessment
<input type="checkbox"/>	Business Enterprise pre-training math test
<input type="checkbox"/>	Computer evaluation
<input type="checkbox"/>	BE In-stand Pre-training evaluation

Please e-mail all documentation to:

- Jarett Roush (Cincinnati, Columbus, Dayton)
937-331-5000 / jarett.roush@ood.ohio.gov
- Vicki Smith (Akron / Canton, Cleveland, Toledo, Zanesville)
330-438-0580 / victoria.smith@ood.ohio.gov

**Bureau of Services for the Visually Impaired
Business Enterprise Program Application and Questionnaire**

Date:			
Referring BSVI Counselor:		Phone:	
Consumer Name:			
Phone / Cell:			
Address:			
City:		Zip Code:	
E-mail Address:			
Date of Birth:			

What is your preferred format to receive information (print, large print, Braille, audio tape, etc?)

What adaptive technology would help you with Business Enterprise training?

Education

Highest grade completed:	
Years of college:	

Work Experience

Most recent job:	
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Title:		Dates:	
Contact Name:		Phone Number	

Previous job:			
Title:		Dates:	
Contact Name:		Phone Number	

Previous job:			
Title:		Dates:	
Contact Name:		Phone Number	

Previous job:			
Title:		Dates:	
Contact Name:		Phone Number	

Mobility

When you travel, do you use a cane, guide dog, sighted guide or none of these?

How did you hear about the Business Enterprise Program?

Why are you interested in this line of food service work?

Note: Food service and vending operations can often require long periods of standing, sitting, walking, bending, and lifting.

Are you able to make decisions independently and supervise employees?

Have you managed your own business in the past?

Yes No

If yes, please describe:

Have you worked in a highly people oriented position in the past?

Yes No

If yes, please describe:

Have you worked in a stressful environment? Yes No

How did you feel that you handled it?

Past Employment References:

In Case of Emergency:

Contact person:	
Phone / Cell:	
Relationship:	

Customer's Signature