



## The Self-Employment Assistance Program (SEAP) Individual Services Plan

**Instructions:** Use this form to list the 20 hours of training and skills development classes you will take to prepare for starting your business. If you need more space, attach additional sheets. **You do not have to complete the training or counseling before you send us this form.** However, the training must be completed during your time in the SEAP and by the due dates for the appropriate benchmark forms.

Submit this form online at [www.labor.ny.gov/signin](http://www.labor.ny.gov/signin), by mail to the address above or fax it to (518) 402-6586. If this form is not received by the due date, you will not be eligible for SEAP benefits from the date the form was due until the date the form was received.

Name: \_\_\_\_\_ Last four digits of Social Security Number: 

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### Part I – Business Counselor Information

List contact information below for the business counselor you will be seeing while participating in the program and your first appointment date.

Business Counselor Name and Title: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

1<sup>st</sup> Appointment Date: \_\_\_\_\_

### Part II – Training/Workshops Information

List **all 20 hours** of training classes that you plan on taking. If you must add or delete a class after you submit this form, call the SEAP Unit at (518) 485-1597.

School/Agency: \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_

School/Agency Address: \_\_\_\_\_

Workshop/Class: \_\_\_\_\_

Training Dates: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

School/Agency: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

School/Agency Address: \_\_\_\_\_

Workshop/Class: \_\_\_\_\_

Training Dates \_\_\_\_\_ Number of Hours: \_\_\_\_\_

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School/Agency: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

School/Agency Address: \_\_\_\_\_

Workshop/Class: \_\_\_\_\_

Training Dates: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

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School/Agency: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

School/Agency Address: \_\_\_\_\_

Workshop/Class: \_\_\_\_\_

Training Dates: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

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School/Agency: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

School/Agency Address: \_\_\_\_\_

Workshop/Class: \_\_\_\_\_

Training Dates: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

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School/Agency: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

School/Agency Address: \_\_\_\_\_

Workshop/Class: \_\_\_\_\_

Training Dates: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

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**Total number of hours =** \_\_\_\_\_

I certify that the statements above are true and correct.

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