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[If you are **a person with a disability looking for employment**, build your profile today, it’s FREE!! JobsAbility: Connecting Individuals with Disabilities to Jobs using AI Technology 9](#_Toc106979980)

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# **HIRING EMPLOYEES – GENERAL INFO:**

## Employees vs. Independent Contractors:

Please note there are significant differences between “employees vs. independent contractors” – GO TO IRS.GOV **-or-** click here <https://www.irs.gov/newsroom/understanding-employee-vs-contractor-designation>

### Forms involved and links:

<https://edpnc.com/start-or-grow-a-business/start-a-business/business-forms/>

* If hiring employees - go to our website (link above) review and process all forms under “NC Employer Forms” – **Review LETTERS “N-R”;**
1. **“N” -** [**NC Employee Withholding Number**](https://eservices.dor.nc.gov/ncbusreg/faces/Welcome.jsp)(Regional Revenue Office -828-259-4000)
2. **“O”** - **[NC Unemployment Tax Number Forms](https://des.nc.gov/)**

Division of Employment & Security to confirm – ***866-278-3822;*** Fax: 919-715-0780; Email: des.tax.customerservice@nccommerce.com

1. **“P”** -[**Industrial Commission Forms (Worker’s Compensation) Forms**](http://www.ic.nc.gov/forms.html)

(800) 688-8349, (919) 807-2501, or infospec@ic.nc.gov

* 1. Only required by NC Law if you **have “3” or more employees** (part-time or full-time)
1. **“Q”** - [**New Hire Reporting Guide**](http://newhire-reporting.com/NC-Newhire/default.aspx)
2. “**R”** - [**Department of Labor Forms**](http://www.nclabor.com/pubs.htm#Forms)

#### Percentage details for NC Employees:

Below are employee percentages along with specific changes in NC:

* Social Security is 6.2% up to $142,800 for 2021 and wages after that are exempt.
* Medicare is 1.45%
* NC Unemployment rates are calculated based on experience ratings and claims so there has to be a base year before one can obtain a percentage (even then rates can still fluctuate, see details below)

​

DIRECT FROM NC Division of Employment Security (Unemployment) **– 4/1/2021**

Under N.C. Senate Bill 114 (S.L. 2021-5), the ***employer base contribution rate to the Unemployment Insurance*** ***Trust Fund for 2021 has been reduced from 2.4% to 1.9%.*** The base contribution rate is one of the factors used to calculate an employer’s unemployment insurance tax rate for the year.

This may result in an unemployment insurance tax rate reduction of up to 0.5% for active, experience-rated employers.

* Employers who are affected by this change will receive a Revised 2021 Tax Rate Notice by mail. Please take this opportunity to verify your mailing address on your Division of Employment Security (DES) account to ensure you receive your revised notice promptly, if applicable.
* Employers whose tax rate for 2021 is already at the minimum rate allowed by law (0.06%) will not be affected by this change.
* Employers whose tax rate for 2021 is already at the maximum rate allowed by law (5.76%) may or may not receive a rate reduction, depending on individual recalculation results.
* Employers who have the standard new employer rate of 1.00% are not affected by this change, as they are not yet experience rated.

The N.C. Division of Employment Security (EMAIL: des.ui.bid@nccommerce.com)

# **STATE: EMPLOYER SERVICES – NCWORKS.gov**

**NCWorks.gov** – This is a free online job posting board for North Carolina. Employers can post jobs for free and obtain assistance with recruiting talent.

**Employers/Job Seekers** – Nearby Career Centers are available, visit site and enter zip code.

### NC Commerce - ONLINE JOB REPORT: July 2021

<https://analytics.nccommerce.com/regional-labor-market-overviews/capital-area/>

## CAREER CENTERS/WORKFORCE DEVELOPMENT BOARDS:

GENERAL DISCUSSION WITH CAWD

### **CAPITAL AREA WORKFORCE DEVELOPMENT BOARD (CAWD)**

NC Economic Development Strategic Plan Town Hall and was keenly interested in EDPNC’s focus in the following areas:

* Supporting the expansion of **existing NC businesses**, including small businesses (**You spoke to Harry Swendsen)**
* Launching small business support to entrepreneurs – **(ME)**
* Helping minority-owned firms which are one of the groups hardest hit by the pandemic **(Have some funding resources)**

These three areas directly align with two of CAWD’s initiatives this year:

1. CAWD is working on an **initiative to support those individuals who are coming through the career center** and interested in entrepreneurship. Our initiative will “meet them where they are” in their path to self-employment. This comprehensive model will leverage key partnerships in Wake County.
2. CAWD is also ***focused on supporting businesses owned by minorities, women, individuals with disabilities, and socially and economically challenged*** people.

**(SBA defines – Socially & Economically challenged -**[**https://web.sba.gov/sbtn/sbat/8aAssessmentTool.html**](https://web.sba.gov/sbtn/sbat/8aAssessmentTool.html)**)**

***Economic Disadvantage***

*Economically disadvantaged individuals are socially disadvantaged* individuals ***whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others*** in the same or similar line of business who are not socially disadvantaged.

For initial 8(a) BD eligibility, the ***net worth 5 of an individual claiming disadvantage must be less than $250,000.***

For continued 8(a) BD eligibility after admission to the program, net worth must be less than $750,000.

SBA also determines an individual’s economic disadvantage by comparing the personal income attributable to the individual to IRS statistical data of high income wage earners.

Finally, ***individuals with total assets (no adjustments) of less than $4 million*** may be considered economically disadvantaged.

**HOW CAN SMALL BUSINESS ADVISOR TEAM HELP?:**

As mentioned, we have 5 main target groups but help ANY & ALL who contact us.

***5 Target Groups****: We do workshops and have materials geared for starting and expanding for these groups*

*We refer the following groups to resources mentioned*

1. Minority – RESOURCES: WBC- Women’s Business Center, HUB- Historically Underutilized Business
2. Women-owned – WBC
3. Military/Veteran – NCMBC – NC Military Business Center
4. Latinos – Prospera, CSBDF\* – Carolina Small Business Development Fund; Self-Help\*
5. Rural Areas – NC Rural Center; Thread Capital\*

\*CDFIs – Community Development Financial Institutions

## People via CAREER CENTERS:

Suggest the following: ***Thinking about being an Entrepreneur? Owning Your Own Business….***

* If THINKING…. Check out:
	+ YOUR SKILLS - **NCCareers.Org –** Take an ***assessment of your skills***; What do people say you do well?
	+ LEARN MORE - Your Local Community College **– NCSBC.net** – Take a class? – Entrepreneurship
	+ TRAINING – 4 Week – Online Class (Offered by SBTDC) ***Taking the Leap*** -<http://www.sbtdc.org/takingtheleap/-> see contact below
	+ NOW YOU HAVE AN IDEA - Contact the **Small Business Advisor** (800-228-8443) team who helps with rules/regulations to get you started in business in NC. – ***SEE OVERVIEW BELOW***

**MAIN CONTACT FOR PROGRAM**:

**Heather McWhorter, P.E.**

North Carolina Small Business & Technology Development Center (SBTDC)

Regional Director, University of North Carolina Wilmington SBTDC

Director, SBTDC Business Launch Initiative

**TEL: 910.962.4248;** Email: mcWhorterH@uncw.edu

CHARLOTTE **- EMPLOYER SERVICES – Click -** [**https://tinyurl.com/36j3wzzv**](https://tinyurl.com/36j3wzzv)

**You can post jobs for free!!!**

**NCWorks Career Center- Charlotte – TEL:**  704-566-2870 – ONLINE OR VIRTUAL SERVICES

Days/Hours of operation: Mon - Fri 8:00am-4:30pm; Closes the 3rd Fri/month at 2pm.

Email: ncworks.2600@nccommerce.com

* **LMI** – Labor Market Information for a specific area is available.  For example, you can explore Occupations in a specific area, Industries, Education and Employers

**Regional Partnership Workforce Development Board**

The Regional Partnership Workforce Development Board serves Alamance, Montgomery, Moore, Orange, and Randolph counties. We started working with Regional Partnership in July 2019. One of the first NC Businesses we helped with is a US Military Veteran-Owned business. After we provided the owner with steps to register his business including Veteran Resources, Marketing and Funding information, we forwarded his information to the BSR with a request for assistance with Employee Training along with the NC Dept of Commerce Contact for Hiring Veteran. As of November 2019, the business has now moved to the Greensboro area and has hired an electrician for this renewable energy company. He is projecting to add additional associates in the near future.

# **SEEKING TALENT – PEOPLE with different BACKGROUNDS/ABILITIES:**

## FOR BUSINESSES - BENEFITS of SOME HIRES – DIFFERENT BACKGROUNDS:

Your regional workforce board can help you with locating talent, tax benefit:

### Tax Benefits for the Company:

There are 2 types of tax credits:

**#1 - Work Opportunity Tax Credit (WOTC)**

* + Yes, there are tax benefits to hiring people with disabilities and other barriers to employment via **Work Opportunity Tax Credit (WOTC)**
	+ When utilizing the VR Resource listed above, the **VR Counselor will assist you with completing a form with the IRS to obtain credit (IRS-FORM #8850**)

**#2   Disabled Access Credit (DAC)**

* + DAC helps small businesses make their workplace accessible to employees and customers with disabilities.
	+ **IRS FORM #8826 – this form help to remove barriers to improve accessibility for people with all kinds of disabilities**
	+ **Helps the business acquire or modify equipment**

## BUSINESS RESOURCES - HIRING PEOPLE WITH DIFFERENT ABILITIES

NC has lots of groups able to help you with recruiting and hiring talent. s involved in NC with employing people with different abilities or disabilities: NC Dept. of Commerce-Workforce Solutions; The Community Colleges (Apprenticeships & Customized Training) and the NC Dept. of Health & Human Services, Division of Vocational Rehabilitation Services (NCDHHS-VR).

VOCATIONAL REHABILITATION (VR-NCDHHS) – Division within the NC Dept. of Health & Human Services help employers with hiring, equipment to enhance a work environment for someone and tax benefits.

* ***Hiring people with different ABILITIES***
* ***Equipment for people with disabilities***
* ***Tax Benefits***

**NCDHHS-VR** –3 Offices – See below, select office nearest you.

* **CENTRAL REGION:** 919-775-4283; Sanford, NC 27330
* **EASTERN REGION:** 252-355-9010; Greenville, NC 27834
* ***WESTERN REGION:*** 828-433-2230; Morganton, NC 28655

**Ben Kittner -** Small Business Specialist; North Carolina Department of Health and Human Services (NC DHHS) – Division of Vocational Rehabilitation (DVRS); Ben.Kittner@dhhs.nc.gov

##### ***MISCELLANEOUS RESOURCES***

Sept – 2020 – Writing a Book

Kesha Reed - (919) 599-9889; Reach Higher Development Center

Email - keelee@hotmail.com

She’s Education & writing a book & helping train on disabilities

### The Power of the Dream

President - Bruce Kirschenbaum

Raleigh, NC based 501(c)3 nonprofit organization, founded in 2008 by a group of families and self-advocates to assist others in better understanding micro-enterprise and asset building.

***MISSION:*** To create jobs and advocate for adults with Autism and/or other intellectual developmental disabilities (IDD) in the North Carolina Triangle.

To get involved: Use this link – <https://thepowerofthedream.org/contact/>

(If needed, Email: info@thepowerofthedream.org, or call 919-212-4238)

#### The Power of the Dream - PROJECTS INCLUDE:

* PowerUP Micro-Enterprise: Teaching young adults and a companion about how to start a micro business. PowerUP ME is a 10-week course for participants and their supporters to learn how to develop a micro-enterprise using the Customized Self-Employment model. \*

###### Triangle Inclusive Employment: Connecting Employers with adults with autism/IDD

* PowerUp Advocacy– Empowering people with disabilities
* HANDmeUPs Thrift Store: Employs adults with autism/IDD and show cases items produced by PowerUP ME - Tel: (919) 876-5750; Email: info@thepowerofthedream.org

## BUSINESS SUPPORT REGARDING DISABILITIES (INCLUSION)

**DisabilityIN.org -** Your Business Partner for Disability Inclusion; <https://disabilityin.org/>

* INCLUSION CONSULTING:
	+ Across the USA, this group of affiliates help businesses be more ‘inclusive’ from hiring to supplier diversity - <https://disabilityin.org/who-we-are/affiliates/>; Email: info@disabilityIN.org
	+ *NC Working Committee*
		- NCCDD – NC Council on Developmental Disabilities (Holly on committee)

### **Disability:IN North Carolina**

Beth Butler, Executive Director – Lead of NCCDD

Disability & Inclusion Consultant; Website: [DisabilityIN.org](http://disabilityin.org/)

Direct: 980-422-5544; Email: Beth@DisabilityIN.org;

# **On the Spectrum** *(Some resources are for both business & individuals)*

## FOR INDIVIDUALS - For PARENT/CHILD

**Disability Rights North Carolina** – Help Family Members & Professional Advocates

Disability Rights North Carolina (DRNC) is the federally designated protection and advocacy agency for the State of North Carolina. We are also a 501(c)(3) nonprofit organization.

Local: 919-856-2195; Toll Free (within NC): 1-877-235-4210; TTY: 1-888-268-5535

* If you have a question, DRNC FAQ -https://disabilityrightsnc.org/get-help/drnc-faq.
* Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday.

***MISSION:*** Services are free of charge to all residents of NC with a disability. They provide information and technical assistance to family members and professionals advocating for North Carolinians with disabilities.

### **The Power of the Dream -**President - Bruce Kirschenbaum

Raleigh, NC based 501(c)3 nonprofit organization, founded in 2008 by a group of families and self-advocates to assist others in better understanding micro-enterprise and asset building.

***MISSION:*** To create jobs and advocate for adults with Autism and/or other intellectual developmental disabilities (IDD) in the North Carolina Triangle.

To get involved: Use this link – <https://thepowerofthedream.org/contact/>

(If needed, Email: info@thepowerofthedream.org, or call 919-212-4238)

* **Anna Cunningham** – Founder, Tel: (919) 623-6863; Email: annac@thepowerofthedream.org

Website: <https://thepowerofthedream.org/>

#### The Power of the Dream - PROJECTS INCLUDE:

* PowerUP Micro-Enterprise: Teaching young adults and a companion about how to start a micro business. PowerUP ME is a 10-week course for participants and their supporters to learn how to develop a micro-enterprise using the Customized Self-Employment model. \*

###### Triangle Inclusive Employment: Connecting Employers with adults with autism/IDD

* PowerUp Advocacy– Empowering people with disabilities
* HANDmeUPs Thrift Store: Employs adults with autism/IDD and show cases items produced by PowerUP ME - Tel: (919) 876-5750; Email: info@thepowerofthedream.org

### **Beyond My Expectations** – <https://beyondmyexpectations.net/>

​A Social, Physical and Cognitive Skill Development Facility

* ***Mission:*** *Providing pathways to identify and generate critical data points that can increase positive outcomes in educational curriculums and cognitive health.*
* **Phase 3** – <https://beyondmyexpectations.net/phase-three-shelva-s-help>

### **Shelva’s Help - https://shelvashelp.org/**

A 501c3 nonprofit organization providing adolescents and young adults with autism the pre-employment Operative Skills Training they need for greater independence and more options.​​

​Email: shelvashelp@gmail.com

***Mission****: To provide persons diagnosed with cognitive impairments learning options (interdependence, independence, immersion, or community) in developing the safety and operative skills they need for more employment opportunities.*

#### **Kellye Jones – Founder of Shelva’s Help**

PHONE: 973-722-9130; Email***:*** **kellye@beyondmyexpectations.com**

[**https://beyondmyexpectations.net**](https://beyondmyexpectations.net) **&** [**https://beyondmyexpectations.net/shelva-s-help**](https://beyondmyexpectations.net/shelva-s-help)

Shelva's Help was founded by Kellye Jones to honor the lessons Shelva Jones dedicated her life to sharing. Shelva Jones (Kellye’s mother) was a teacher who espoused the belief that everyone has the capacity to learn, and learning should be inclusive as well as fun.

### **Exceptional Children’s Assistance Center**

**Debra Pickens** - Parent Educator and Co-Director of the NC Deaf-Blind Project

907 Barra Row, Ste. 102/103
Davidson, NC 28036; Office: 704-892-1321 (ext. 327); Website:[www.ecac-parentcenter.org](http://www.ecac-parentcenter.org/)

### **Visit Disability:IN North Carolina’s - JobsAbility**

[Click-Here](https://tinyurl.com/2cw59eky)

If you are a person with a disability looking for employment, build your profile today, it’s FREE!! JobsAbility: Connecting Individuals with Disabilities to Jobs using AI Technology

* Candidates create a profile, showcase employment skills and see jobs that match
* Companies search for qualified candidates and post jobs.

***Thousands of candidates and job postings updated daily!***

# FEDERAL - EMPLOYMENT RESOURCE

### **Job Corps: Free program via the IRS.gov for young adults (16-24 years)**

Learn more: ENGLISH- <https://tinyurl.com/u783hrwv>

# **EMPLOYMENT**

## SPECIALTY EMPLOYMENT RESOURCES

### **Judicially Challenged - StepUP**

StepUp Durham, a nonprofit that focuses on second-chance employment opportunities for individuals with histories of incarceration, substance abuse, and/or housing instability.

* Businesses Contact: TEL: (919) 973-0890; Website: <https://www.stepupdurham.org/>
* Job Seekers – Free employment readiness training - <https://www.stepupdurham.org/home>; Email: info@stepupdurham.org; Tel: (919) 813-0207‬

# STAFFING AGENCIES

## ***STAFFING TERMS***

## Temporary Help Service

* Employer Fee Paid Personnel Consulting Services - *https://files.nc.gov/ncdol/documents/files/employer-fee-paid-form.pdf*
* Private Personnel Services (PPS) *-* [*https://www.labor.nc.gov/about-ncdol/divisions/standards-and-inspections-division/documents/private-personnel-services*](https://www.labor.nc.gov/about-ncdol/divisions/standards-and-inspections-division/documents/private-personnel-services)

*All of the above staffing agencies, regulated by the NC Dept of Labor,* *TEL: 800-625-2267; Website:* [*https://www.labor.nc.gov/*](https://www.labor.nc.gov/)

## SPECIAL TYPES OF EMPLOYMENT SERVICES

* **Professional Employer Organizations (PEOs)** *-* outsourcing firm that provides services to small and medium-sized businesses (SMBs). Regulated by NC Dept of Insurance - Nancy Wise at 919-807-6178 (Nancy.Wise@ncdoi.gov); https://www.ncdoi.gov/licensees/professional-employer-organizations-licensing

### **Nursing Pools** - Regulated by NC DHHS, TEL: 919-855-4620; <https://info.ncdhhs.gov/dhsr/ahc/index.html>;

Note: Each ‘nurse’ needs an occupational license; Confirm NC Board of Nursing, TEL: 919-782-3211 Ext: 231.

* + Check list - https://info.ncdhhs.gov/dhsr/ahc/pdf/nursingpool.pdf

# LABOR STATISTICS/DATA RESEARCH

**2 NC Dept. of Commerce Sites:**

## NCWorks.gov

* **NCWorks.gov** – This is a site hosted by the NC Dept. of Commerce, Workforce Development Solutions and the Labor Economic & Analytics Division with great statistics on different areas and labor markets by zip.
* *MAIN SITE*– NCWORKS.gov – 4 Tabs – GO TO **LMI**
	+ LMI – STATISTICS - ***Labor Market Information*** for a specific area is available.  For example, you can explore Occupations in a specific area, Industries, Education and Employers
		- Employment & Unemployment; Quarterly Census of Employment & Wages (QCEW) & current Employment Statistics (CES)

NCCareers.org – Provides assistance to people seeking careers along with the current salary ranges per occupation.

### OTHER INFO - MARKET RESEARCH

* **DATA RESOURCES: *(Market Analytics is not the focal point of our business. We focus on rules/regulations for the state to get businesses started)***
	+ ***PROPERTIES - AccessNC Link & Contact*** – Available properties, <https://edpnc.com/relocate-or-expand/available-sites-location-data/>
	+ ***GENERAL MARKET RESEARCH - Small Business Center Network*** – ncsbc.net – Market Research Link - <https://www.ncsbc.net/DocumentMaster.aspx?doc=1011>
	+ ***FREE STATE & COUNTY DATA ABOUT EXISTING BUSINESSES - NC Secretary of State -Search by Counties*** (Not cities) and by industries - <https://sosnc.gov/online_services/search/by_title/_Business_Registration_Changes>
		- This is not ideal but it is free data and a little easier because you can look at Wake Co only to see what your competition is for your ideas.

Mountain BizWorks – TEL: (828) 253-2834; Website: <https://www.mountainbizworks.org/> Address: 153 S Lexington Ave, Asheville, NC 28801 Non-profit that helps local small businesses start, grow, and create jobs through loans, classes, and coaching.

## FARM RELATED RESOURCES:

* Got to be NC - <http://www.gottobenc.com/> (NC Dept. of Agriculture resource for things grown and made in NC)
* North Carolina Growing Together - <https://www.ncgrowingtogether.org/>  Connecting local foods to mainstream markets
* Center for Environmental Farming Systems (CEFS) – <https://cefs.ncsu.edu/>

Part of NC State: TEL: 919-513-0954; Email: cefs\_info@ncsu.edu

* NC Cooperative Extension Service - NC State Extension connects farmers, agribusinesses and communities with vital research-based information & technology.
	+ Site:  <https://www.ces.ncsu.edu/categories/agriculture-food/>
	+ TEL: (919) 515-2813; Email: extension.ncsu.edu
* Community Food Strategies – <https://communityfoodstrategies.org/> - Food System Experts who are working together as a nonprofit to help people eat and be sustainable. This group is an outcome of the Farm to Fork Project. Help: Teach, Connect & Support others in the food system.

MAP - North Carolina Food Councils - <https://communityfoodstrategies.org/nc-councils/>

* USDA – United States Dept. of Administration – [www.usda.gov](http://www.usda.gov) ; This is a Federal Agency that has about 72 offices & 17 different entities under it helping farmers/food system with programs from start to end of farming including financing & insurance.
	+ USDA – New farmers - <https://newfarmers.usda.gov/first-steps>
	+ SITE: <https://www.usda.gov/topics/farming/resources-small-and-mid-sized-farmers> Has
		- Nimasheena Burns – (***Phone:  919-875-4857)*** Director of Public Affairs, Outreach and Loan Marketing; email: Nimasheena.Burns@nc.usda.gov
		- Sarah Campbell – (***Phone: 919-875-4812)*** Beginning Farmer and Rancher Regional Coordinator (NC & VA); email: Sarah.campbell@VA.usda.gov

#### *USDA Farm Service Agency, NC*

<https://www.fsa.usda.gov/state-offices/North-Carolina/>