



Montana Department of LABOR & INDUSTRY

1
2 **Division: Workforce Services Division**
3 **Category: Programs**
4 **Effective Date: 7/10/2017**
5 **Last Revised: 11/20/2017**
6 **Policy No.: 09-16**

7 State Displaced Homemaker Policy

8 **Background:** The State Displaced Homemaker program provides pre-employment services to
9 empower homemakers to enter or re-enter the labor market. Customers are women or men who have worked in
10 the home caring for home and family but now must support themselves and their families due to loss of family
11 financial support; unemployed or underemployed parents who are having difficulty obtaining suitable
12 employment and will be losing TANF assistance or ex-offender.

13 The goal of the State Displaced Homemaker program is to help long-term homemakers develop and implement
14 sound vocational plans leading to employment, which will allow them to become economically independent.

15 **Scope:** This policy applies to all service providers operating the State Displaced Homemaker program,
16 State Displaced Homemaker program manager, and fiscal officer. This policy is effective July 10, 2017.

17 Policy:

18 Eligibility Requirements:

- 19 • An adult, 18 years or older, may be considered for the State Displaced Homemaker program if they are
20 a Montana resident, and meets any of the requirements listed below:
 - 21 ○ Has worked as an adult primarily without remuneration to care for the home and family and for
22 that reason has diminished marketable skills and who has been dependent on public
23 assistance or on the income of a relative but is no longer supported by that income; or
 - 24 ○ A parent whose youngest child will become ineligible to receive Temporary Assistance for Needy
25 Families (TANF) within 2 years of application to the State Displaced Homemaker program; or
 - 26 ○ Is unemployed or underemployed and is experiencing difficulty in obtaining any employment or
27 suitable employment; or
 - 28 ○ Is a criminal offender that meets residency, age and any of the requirements above.
- 29 • To meet the criteria above, an individual must have worked mainly in the home for minimum of 3 years
30 within the last 5 years.
- 31 • Service providers shall use the Eligibility Verification Worksheet in determining what eligibility
32 documentation is required for enrollment in the State Displaced Homemaker program. The completed
33 worksheet must be maintained in the client's file.

34 Services:

- 35 • Allowable services for State Displaced Homemakers may include but are not limited to the following:
 - 36 ○ Training and placement programs for jobs in the public and private sectors;

- 1 ○ Assistance to clients in gaining enrollment in a public or private schools or educational
- 2 programs;
- 3 ○ Job placement assistance in obtaining unsubsidized employment; and
- 4 ○ Assistance in identifying community needs and creating new jobs in the public and private
- 5 sectors.
- 6 • Basic Skills Assessment:
- 7 ○ Literacy and math assessments are required for clients looking to enroll in a training program.
- 8 • State Displaced Homemakers are eligible to receive supportive services.
- 9 • Case managers shall provide clients with information and assistance to health care, financial matters,
- 10 education, nutrition and legal assistance.

11 Administrative Requirements:

- 12 • Technical Assistance: The program manager shall offer assistance to service providers and case
- 13 managers in administering the State Displaced Homemaker program.
- 14 • Service providers must record enrolled client data in MWorks as well as submit quarterly and annual
- 15 reports to the State Displaced Homemaker program manager.
- 16 • The quarterly report is due the 25th working day following at the end of each quarter and must contain
- 17 the following information:
- 18 ○ Financial data
- 19 ▪ Total expenditures planned, actual spent and percentage spent of planned;
- 20 ▪ Administrative expenditures planned, actual spent and percentage spent of planned;
- 21 ▪ Training expenditures planned, actual spent and percentage spent of planned; and
- 22 ▪ Services expenditures planned, actual spent and percentage spent of planned.
- 23 ○ Participation Data
- 24 ▪ Total enrollment planned, actual enrollment and percentage of planned enrollments
- 25 enrolled;
- 26 ▪ Total terminations planned, actual terminations and percentage of planned terminations
- 27 terminated;
- 28 • Unsubsidized employment planned, actual enrollments placed in unsubsidized
- 29 employment and percentage of planned unsubsidized employment placed in
- 30 unsubsidized employment;
- 31 • Other training planned, actual attending other training and percentage of
- 32 planned other training attending other training;
- 33 • Other terminations planned, actual enrollments otherwise terminated and
- 34 percentage of planned other terminations resulting in termination; and
- 35 ▪ Average wage planned and actual average wages received by clients.
- 36 ○ Narrative section outlining successes, future plans, ideas and suggestions.
- 37 ○ Fiscal items must be between 95% and 100% at the end of the program year to be considered
- 38 in compliance.
- 39 ○ Client data under 90% of the planned will be considered out of compliance on an annual basis.
- 40 • The annual report is due the 25th working day following the end of the year and must contain the
- 41 following information:
- 42 ○ Total expenditures planned and actual spent separated by quarter;
- 43 ○ Total terminations planned and actual terminations separated by quarter;
- 44 ○ Average wage planned and actual average wages received by clients separated by quarter; and
- 45 ○ Total clients placed in employment planned and actual number placed in employment
- 46 separated by quarter.
- 47 ○ Narrative section outlining successes, future plans, ideas and suggestions.

1 **Funding:**

- 2 • The Department of Labor and Industry commissioner may establish and make grants to nonprofit
3 agencies or organization, public or private, through a Request for Proposal (RFP) process to administer
4 the State Displaced Homemaker program utilizing state ESA funding. Should the commissioner utilize
5 state funding the grantee shall provide 15% of the operational costs of the State Displaced Homemaker
6 program from the local community being served by the program. The local contribution may include in-
7 kind contributions.

8 **Monitoring and Evaluation:**

- 9 • A formal monitoring will be conducted on an annual basis.

10 **References:**

- 11 • [MCA 39-7 Displaced Homemaker](#)
12 • [ARM 24.12 Displaced Homemaker](#)