



Montana Department of LABOR & INDUSTRY

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2 Division: Workforce Services Division
3 Category: Programs
4 Effective Date: 07/10/2017
5 Last Revised: 10/16/2018
6 Policy No.: 09-16

7 State Displaced Homemaker Policy

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

13 The goal of the State Displaced Homemaker program is to provide necessary counseling, training, jobs,
14 services, and healthcare for displaced homemakers so that they may gain the independence and economic
15 security essential to a productive life.

16 This program was developed to encourage cooperation between federal, state, and local agencies and private
17 employers in order to coordinate efforts and avoid unnecessary service duplication.

18 **Scope:** This policy applies to all service providers operating the State Displaced Homemaker program, State
19 Displaced Homemaker program manager, and fiscal officer. This policy is effective October 16, 2018.

20 Policy:

21 Eligibility Requirements:

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

37 **Services:**

- 38 • Allowable services for State Displaced Homemakers may include but are not limited to the following:
 - 39 ○ Development of outreach programs to serve rural areas where program needs have been
 - 40 identified.
 - 41 ○ Job training, including assistance in gaining admission to training and educational programs.
 - 42 ○ Assistance to clients in gaining enrollment in public, private, and other institutional setting for
 - 43 pre-vocational or vocational instruction.
 - 44 ○ Job placement assistance in obtaining unsubsidized employment in public and private sectors.
 - 45 This could include assistance in identifying community needs.
 - 46 ○ Job counseling that considers the client’s skills and experiences:
 - 47 ▪ Literacy and math assessments are required for clients seeking enrollment in a training
 - 48 program.
- 49 • State Displaced Homemakers are eligible to receive supportive services, such as child care for
- 50 preschool children and transportation.
- 51 • Case managers will provide clients with information and assistance to access education including
- 52 available grants; health care; and financial, nutrition, temporary shelter, and legal services.

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54 **Administrative Requirements:**

- 55 • Service providers must record enrolled client data in MWorks as well as submit quarterly and annual
- 56 reports to the State Displaced Homemaker program manager.
- 57 • The performance goals for this program include:
 - 58 ○ Funding spent on participant payments is at least 33 percent.
 - 59 ○ Average cost per participant is not more than \$3,865.
 - 60 ○ Participants enter employment at a rate of at least 71 percent.
- 61 • The quarterly program status report and financial report are due the 25th calendar day following the end
- 62 of each quarter and must contain the following information:
 - 63 ○ Financial data includes the total funding spent on:
 - 64 ▪ Administrative expenditures;
 - 65 ▪ Direct training expenditures;
 - 66 ▪ Training-related expenditures;
 - 67 ▪ Supportive Services expenditures;
 - 68 ▪ Summary of how the provider met the 15 percent match.
 - 69 ○ Participation Data includes:
 - 70 ▪ Number of enrollments;
 - 71 ▪ Number of eligibility determinations based on:
 - 72 • no longer supported by, or dependent on a relative’s income or TANF;
 - 73 • unemployed or underemployed; or
 - 74 • a criminal offender that meets State Displaced Homemaker requirements.
 - 75 ▪ Participants that receive training services
 - 76 ▪ Participants that received training-related and supportive services
 - 77 ▪ Exits per quarter
 - 78 • Exits to unsubsidized employment
 - 79 • Exits to other training
 - 80 • Exits other than unsubsidized employment or other training (i.e. lost contact, quit
 - 81 the program, incarceration, health/medical, other)
 - 82 ▪ Actual average wages received by clients
 - 83 ○ Narrative evaluation of the effectiveness of the program’s job counseling, training, placement
 - 84 referral, support, and outreach services.

- 85 ○ Narrative should include an explanation for the differences of greater than 25 percent between
86 planned participation and fiscal expenditures and actual data.
87 ○ Narrative should also include an update on progress toward attaining provider performance
88 goals as outlined above.
- 89 ● The annual narrative report is due the 25th calendar day following the program year end. The annual
90 narrative report is a compilation of the quarterly financial and participant data and a final program
91 narrative and must contain the following information:
 - 92 ○ Financial data, separated by quarter and includes:
 - 93 ▪ Administrative expenditures;
 - 94 ▪ Direct training expenditures;
 - 95 ▪ Training-related expenditures;
 - 96 ▪ Supportive Services expenditures;
 - 97 ▪ Summary of how the provider met the 15 percent match.
 - 98 ○ Participation Data, separated by quarter:
 - 99 ▪ Number of enrollments;
 - 100 ▪ Number of eligibility determinations based on:
 - 101 ● no longer supported by, or dependent on a relative's income or TANF;
 - 102 ● unemployed or underemployed; or
 - 103 ● a criminal offender that meets State Displaced Homemaker requirements.
 - 104 ▪ Participants that received training services
 - 105 ▪ Participants that received training-related and supportive services
 - 106 ▪ Exits per quarter
 - 107 ● Exits to unsubsidized employment
 - 108 ● Exits to other training
 - 109 ● Exits other than unsubsidized employment or other training (i.e. lost contact, quit
110 the program, incarceration, health/medical, other)
 - 111 ▪ Actual average wages received by clients
 - 112 ○ Narrative assessment of all activities related to the program's job counseling, training,
113 placement referrals, support, and outreach services.
 - 114 ○ Narrative should include an explanation for differences of greater than 25 percent between
115 planned participation and fiscal expenditures and actual data.
 - 116 ○ Narrative should also include a summary of how the provider attained the performance goals or
117 an explanation of why performance goals were not met.
 - 118 ● Technical Assistance: The program manager will offer assistance to service providers and case
119 managers in administering the State Displaced Homemaker program.

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121 Funding:

- 122 ● The Department of Labor and Industry Commissioner may establish and make grants to nonprofit
123 agencies or organizations, public or private, through a Request for Proposal (RFP) process to administer
124 the State Displaced Homemaker program utilizing state ESA funding. If the Commissioner utilizes state
125 funding, the grantee shall provide 15% of the operational costs of the State Displaced Homemaker
126 program from the local community being served by the program. The local contribution may include in-
127 kind contributions.

128 Monitoring and Evaluation:

- 129 ● A formal monitoring will be conducted on an annual basis.

130 References:

- 131 • [MCA 39-7 Displaced Homemaker](#)
- 132 • [ARM 24.12 Displaced Homemaker](#)
- 133 • [WIOA Supportive Services Policy](#)