



Montana Department of LABOR & INDUSTRY

1
2 Division: Workforce Services Division
3 Category: Programs
4 Effective Date: 7/29/2016
5 Last Revised: 8/30/2017
6 Policy No.: 01-16

7 Reemployment Services and Eligibility 8 Assessment (RESEA) Policy

9 **Background:** On December 8, 2016, Unemployment Insurance (UI) Program Letter No. 3-17 invited State
10 Workforce Agencies to submit proposals to be considered for funding in support of an RESEA program. The
11 Unemployment Insurance Division (UID) submitted a proposal, developed by both UID and WSD, to USDOL in
12 December 2016 to operate an RESEA program.

13 Department of Labor and Industry (DLI) has received funding of \$259,857.00 to provide RESEA activities to UI
14 claimants. The goal of this program is to provide customized services to claimants determined to be most likely to
15 exhaust benefits under the methods established for the state's Worker Profiling and Reemployment Services
16 program, and transitioning veterans receiving Unemployment Compensation for Ex-service members (UCX). The
17 intent of RESEAs is to provide claimants with entry to a wide array of available resources that support reemployment
18 and to connect claimants to career services as appropriate.

19 **Scope:** This policy applies to all Job Service RESEA agents conducting RESEA appointments, Job Service
20 office managers and supervisors, RESEA program manager, WSD fiscal officers and the RESEA monitoring team.
21 This policy is effective starting January 1, 2017 through December 31, 2017 to coincide with grant funding.

22 **Policy:**

- 23 • Only individuals referred from UID may receive services through the RESEA program.
- 24 • UID will mail claimants, selected by using the Montana's Worker Profiling and Reemployment Services
25 model, a letter within 35 days of them filing for UI indicating the claimant has been selected for RESEA and
26 identifying the date, time and location of the initial appointment.
- 27 • A claimant may reschedule an RESEA appointment. The local office will reschedule appointments for
28 claimants.
- 29 • RESEA agents must complete the UI Availability training video and RESEA training video prior to conducting
30 RESEA appointments.
- 31 • The initial appointment must be completed in person and will be no longer than 165 minutes in duration.
32 The appointment may be completed in one day or over the course of one or more days provided the total
33 time charged to RESEA does not exceed 165 minutes.
- 34 • The initial appointment shall include:
 - 35 ○ Claimant reporting to local Job Service;
 - 36 ○ Labor Market and career information that address the claimant's specific needs;
 - 37 ○ Registration in MWorks;

- 1 ○ Orientation to services;
- 2 ○ Development or revision on an individual reemployment plan that must include: work search
- 3 activities, accessing services through Job Service or self-service, and/or approved training to which
- 4 the claimant agrees; and
- 5 ○ Referral to at least one reemployment service and/or referral to training if appropriate to the
- 6 individual's needs.
- 7 • WSD RESEA agents must document all services and activities in MWorks within 48 hours, including
- 8 scheduling RESEA appointments, failure to attend, or completion of an RESEA.
- 9 • WSD RESEA agents will not charge more than 20 minutes for pre-appointment preparation and proper
- 10 documentation for "no-show" appointments.
- 11 • WSD RESEA agents will not contact a no-show the same day the no-show occurred. MWorks will run a system
- 12 sweep at 6:00 each evening to capture the no-show appointments for referral to UID for adjudication.
- 13 • Up to 165 minutes (2.75 hours) may be charged for per claimant.
- 14 ○ An additional 20 minutes may be charged per claimant for a no-show appointment. Totaling up to
- 15 185 minutes (3 hours, 5 minutes) per claimant that has a no-show.
- 16 ○ Should a claimant have multiple no-show appointments, 20 minutes may be charged for each no-
- 17 show.

18 Administrative Requirements:

- 19 • MOU must be in place between UID and Job Service Operations outlining each party's responsibilities for
- 20 RESEA.
- 21 • Feedback to and from both UID and Job Service to communicate claimant participation in reemployment
- 22 plan; UI eligibility issues; and no-show RESEA appointments.
- 23 • Provide data and information for the submission of forms ETA 9128, ETA 9129, ETA 9128X and ETA 9129X
- 24 that must be completed by the 20th day of the second month following the end of the quarter.

25 Funding:

- 26 • Administrative costs for the RESEA program are limited to 10 percent of the total grant award. The
- 27 administrative costs within the 10 percent cap included Central Office allocation only.
- 28 • Program management shall be charged against program cost.
- 29 • Local office operating costs shall be charged against program cost.

30 Monitoring and Evaluation:

- 31 • A formal monitoring and/or audit will be conducted by the Program Manager and/or designee(s).

32 References:

- 33 • FY17 UI RESEA Grant [Unemployment Insurance Letter No. 3-17](#)