



# Montana Department of LABOR & INDUSTRY

1 Division: Workforce Services Division  
2 Category: Programs  
3 Effective Date: 11/15/2021  
4 Last Revised: 04/20/2023  
5 Policy No.: 02-21

## 6 ARPA Rapid Retraining Program Policy

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8 **Background:** The American Rescue Plan Act (ARPA) provides resources for Montana's current,  
9 contracted workforce service providers to facilitate and support the short-term training of Montana citizens,  
10 impacted by the COVID-19 pandemic, who seek employment and self-sufficiency. These resources promote and  
11 sustain accelerated job-training in high-demand, industry sectors.

12 **Scope:** This policy applies to current, contracted workforce service providers operating the WIOA Title I Adult  
13 program. This policy is effective April 20, 2023.

### 14 **Policy:**

#### 15 **Eligibility**

16 To receive resources under this program, an individual must complete and sign the ARPA RR application which  
17 is an attestation of income if no recent tax return is available:

- 18 • Being 18 years old or older;
- 19 • Eligible to work in the U.S.;
- 20 • Meet Selective Service registration requirements (if applicable); and
- 21 • Earned no more than 250% of the annual Federal Poverty Limits:
  - 22 ○ As documented by the individual's most recent, completed tax return. If an individual does not
  - 23 have a recent, completed tax return, self-attestation is acceptable.
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#### 26 **Assessment**

27 Interested participants must have a complete assessment to evaluate their skills and experience; their  
28 appropriateness for service; and their ability to benefit from short-term training.

#### 29 **Training Programs**

30 Service providers and participants should focus on short-term occupational training. On-the-Job Training (OJT)  
31 and other targeted training programs cannot exceed 6 months in duration.

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33 If necessary, an exception to the 6-month cap on training will be considered if:

- 34 • The service provider submits a proposal for approval to train a group or cohort of participants within a  
35 target industry sector that can be justified by the local area's labor market information.
- 36 • The training timeline does not exceed 12 months.

37 Resources should support training in:

- 38 • Targeted and in-demand industries in occupations including healthcare, information technology,  
39 manufacturing, construction, and leisure and hospitality; or  
40 • Other local-area industries that can be justified based on career opportunities, self-sustaining wages, or  
41 the pandemic's negative impact.

42 Training may include:

- 43 • Occupational skills training, including training for nontraditional employment and for training programs  
44 operated by the private sector;  
45 • Skill upgrading and retraining;  
46 • Entrepreneurial training;  
47 • Customized training either individually or in a cohort conducted with a commitment by a business or  
48 group of business to employ an individual upon successful completion of the training;  
49 • On-the-Job Training (OJT);  
50 • Registered Apprenticeship or other programs that combine workplace training with related instruction.  
51 • Priority of service should be given to socially disadvantaged individuals (i.e., Native Americans; senior  
52 citizens; low-income individuals; individuals with disabilities; veterans; foster youth; and formerly  
53 incarcerated individuals).

### 54 55 Allowable Costs

56 ARPA resources can pay for the following:

- 57 • Administrative costs are allowable up to 3 percent of the total ARPA allocation for non-state providers.  
58 • The cost of training and related expenses: and  
59 • Supportive Services detailed under Montana Labor & Industry (MDLI)'s Supportive Services policy.

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61 On-the-Job Training (OJT) is allowed. Wages will be reimbursed as detailed in the current WIOA OJT policy. For  
62 the purposes of ARPA funds:

- 63 • The OJT cannot exceed six (6) months; and  
64 • The incentive awards listed below do not apply to OJTs.

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### 66 Requests for Incentive Awards

- 67 • Participants, who complete approved training and obtain employment under the ARPA Rapid Retraining  
68 program, are eligible to receive an incentive after their hire date and prior to exit from the program; not  
69 to exceed \$1000.  
70 • Businesses that hire and retain participants are eligible to receive an incentive; not to exceed \$1000.

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### 72 Administrative Requirements:

- 73 • Funding will be allocated based on legislative appropriations.  
74 • ARPA funding is effective through June 30, 2024.  
75 • Providers will be offered funding but can choose to decline funding by a formal, written letter sent to the  
76 ARPA RR program manager.

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### 78 Monitoring and Evaluation:

- 79 • Oversight and evaluation will be conducted by the Workforce Services Division's Programs Unit and/or  
80 designee(s).

### 81 References:

- 82 • [Montana's One Stop ARPA Resources](#)