

Employer FAQs

Updated January 20, 2022

- **I am a health care employer; how do I apply?**
 - Go to <https://www.covidreliefmt.org/submit> to create an account and apply.
- **What if the job I'm hiring isn't on the list?**
 - If the health care job you are hiring is not on the list, please email DLIHCWR@mt.gov to make that request.
- **What if the type of health care business I am isn't on the list?**
 - If your health care type is not on the list, please email DLIHCWR@mt.gov to make that request.
- **Are there documents I need to upload along with my initial application?**
 - No. The application software allows for supplemental documents to be added but none are required, at least initially, beyond the online application.
- **Who jobs are eligible for relocation expense reimbursement?**
 - A complete list of health care jobs that qualify for reimbursement can be found here: https://wsd.dli.mt.gov/docs/wsd-policy/gov-healthcare_workforce-recruitment-program.pdf
- **How much will be reimbursed?**
 - Relocation costs can be reimbursed up to the value of all eligible receipts or \$12,500, whichever is less.
- **If applicants don't use the full reimbursement amount, can/will the funds be allocated to another applicant?**
 - Applications do not require/are not approved at any particular funding level. Instead, they are reimbursed at the level of actual expense not to exceed \$12,500.
- **What costs are eligible for reimbursement?**
 - The following expenses ARE eligible for reimbursement with supporting documentation:
 - Airfare: Airline tickets may be reimbursed solely for economy or coach seating and baggage charges.
 - Housing: The costs of securing housing, such as rental application fees, down payments, or initial lease costs may be reimbursed to a maximum of \$250.
 - Licensing fee: Fees paid directly to a state of Montana licensing board for obtaining a Montana license to practice.
 - Lodging: Lodging may be reimbursed at \$125 per night, or the actual cost of lodging, whichever is lower.

- Meals: Meals may be reimbursed at a rate of \$59 per day of travel from the origin to the destination.
 - Mileage: Mileage may be reimbursed for the most direct route from the place from which an employee is moving to the destination within Montana, at the 2021 IRS Medical & Moving Mileage Rate of \$0.16 per mile.
 - Moving costs: The costs of renting a moving truck or hiring a moving company.
 - Other expenses may be reimbursed by the department at its sole discretion.
- The following expenses are NOT eligible for reimbursement:
 - Expenses incurred prior to the creation date or prior to acceptance of employment, including without limitation, costs relating to in person interviews.
 - No reimbursement is available for any employee whose hire date is before the application approval date.
 - Packing supplies, including without limitation, boxes, tape, bubble wrap, and similar.
 - Storage expenses.
 - Utility cut-off costs, including without limitation, electricity, internet, and water.
 - Expenses submitted more than 30 days after employment start date.
- **How long does it take for an application to be approved?**
 - Applications are reviewed in the order they are received. When an application is approved, an award-email is sent to the business. Award-emails are sent as soon as a decision is made which should happen quickly but will not exceed 7 days.
- **What is the deadline to apply?**
 - The current program is authorized to accept applications through 11:59 PM on April 18, 2022.
- **How much money was approved for this program; how long is the program expected to run?**
 - \$4 million has been set aside to fund the program at a minimum of 320 approved-recruitments. The program lifespan is unknown; however, applications will be accepted through 11:59 PM on April 18, 2022.
- **How long does it take to get reimbursed?**
 - Reimbursement time depends on how quickly and completely receipts and required accompanying paperwork is provided, however, all approved reimbursements will be issued no later than 30 days after DLI is aware of the employee starting work.