



Montana Department of LABOR & INDUSTRY

1 Division: Workforce Services Division
2 Category: Programs
3 Effective Date: 11/15/2021
4 Last Revised: 09/27/2022
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 November 15, 2021.

14 **Policy:**

15 **Eligibility**

16 To receive resources under this program, an individual must complete and sign the ARPA RR application:

- 17 • Being 18 years old or older;
- 18 • Eligible to work in the U.S.;
- 19 • Meeting Selective Service registration requirements (if applicable); and
- 20 • Earned no more than 250% of the Federal Poverty Limits in 2022 (\$33,975):
 - 21 ○ As documented by the individual's most recent, completed tax return. If an individual does not
 - 22 have a recent, completed tax return, self-attestation is acceptable.
 - 23
 - 24

25 **Assessment**

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

28 **Training Programs**

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

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32 Resources should support training in:

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

37 Training may include:

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

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50 Allowable Costs

51 ARPA resources can pay for the following:

- 52 • The cost of training and related expenses; and
- 53 • Supportive Services detailed under Montana Labor & Industry (MDLI)'s Supportive Services Policy.

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55 On-the-Job Training (OJT) is allowed. Wages will be reimbursed as detailed in the current OJT policy. For the

56 purposes of ARPA funds:

- 57 • The OJT cannot exceed six (6) months; and
- 58 • The incentives listed in this policy's Incentives section do not apply.

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60 Unallowable Costs

- 61 • Expenses related to administrative and personnel costs are not allowable.

62 Incentives

- 63 • Individuals with a documented commitment from a business to be hired, with the understanding that
- 64 they will successfully complete training via this program, are eligible for a living stipend of \$500 per each
- 65 set of 4 weeks they are in training, not to exceed 12 weeks (or a total of \$1500):
 - 66 ○ 1-4 weeks – \$500
 - 67 ○ 5-8 weeks – \$1000
 - 68 ○ 9-12 weeks – \$1500
- 69 • Businesses who commit to hiring an individual under this program are eligible for a \$500 incentive when
- 70 the individual completes training and starts work.

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72 Administrative Requirements:

- 73 • \$1 million will initially be allocated to current WIOA Adult providers per the existing allocation formula;
- 74 with another \$1 million available the following year.
- 75 • In the three areas where funds are split between two providers, this specific funding will be given as a
- 76 50/50 split with the option for one provider to offer the other a greater percentage if desired.
- 77 • Providers will be offered funding but can choose to decline it by a formal, written letter sent to MDLI.

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79 Monitoring and Evaluation:

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

82 **References:**

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

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