# **Logo for Montana Department of Labor and Industry. The logo is several people hold hands around the center of a wheel.Division: Workforce Services Division**

**Category: Programs**

**Effective Date: 10/1/2021**

**Last Revised: 10/1/2021**

**Policy No.: 04-16**

Health and Economic Livelihood Partnership (HELP) Link

Policy – Diversion Assistance

Background

HELP-Link Diversion Assistance offers HELP-Link eligible clients one-time, short-term financial assistance. Diversion Assistance is not appropriate for clients currently enrolled in HELP-Link services.

Scope

This policy applies to all MTDLI HELP-Link contractors and MTDLI Central Office staff. This policy is effective October 1, 2021.

# Policy

* Diversion Assistance is limited to payments for goods and services necessary for the HELP-Link eligible client to obtain or maintain employment.
* A diversion assistance application must be completed prior to making the payment. The application must reflect the need for assistance and the amount of such assistance based on the results of a financial assessment.
* Payment(s) may not exceed $250, per client per state fiscal year.
* Diversion assistance payments must be:
  + paid directly to a vendor (all vendors must be willing and able to submit a W-9 form to receive payment)
  + for one-time expenses - payments are not intended for ongoing expenses
  + allowable per the HELP-Link supportive service policy and follow all applicable policy for the payment type

# Administrative Requirements

* Feedback to and from both DPHHS and MTDLI to communicate client involvement in HELP-Link and services provided.
* Provide data and information to legislative subcommittees regarding program participation, expenditures, and outcomes.
* Provide data and reports to DPHHS as needed.

# Oversight and Evaluation

* Oversight and evaluation will be conducted by the Program Manager and/or designee(s).

# References

* [2015 Montana Legislature Senate Bill 405](https://leg.mt.gov/bills/2015/billhtml/SB0405.htm)
* [2019 Montana Legislature House Bill 658](https://leg.mt.gov/bills/2019/billhtml/HB0658.htm)
* 2021 Montana Legislature House Bill 614
* [Montana Code Annotated (MCA), 39-12](https://leg.mt.gov/bills/mca/title_0390/chapter_0120/part_0010/sections_index.html)