# **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 –Training Support Scholarships

Background

HELP-Link Training Support Scholarships allows HELP-Link eligible clients, who are engaged in education or training prior to seeking HELP-Link services, the opportunity to receive scholarship aid intended to help them complete their program. Scholarships are awarded through a competitive application process at the discretion of the HELP-Link contractor and within the contractor’s budget.

# Scope

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

# Policy

* Applicants must be enrolled in an education or training program that leads to an in-demand and high wage occupation as defined by HELP-Link policy.
* Education or training must be completed within twelve (12) months from the date of the award.
	+ For training programs spanning more than twelve (12) months, the scholarship may only be awarded for expenses during the final twelve (12) months of training.
* Scholarships may be awarded up to $1,500 per client.
* Funding may only be used for expenses:
	+ When there are no other available funding sources (including financial aid and the client’s own resources)
	+ Necessary to complete education/training
* Training Support Scholarships must be paid directly to a vendor (all vendors must be willing and able to submit a W-9 form to receive payment).

# 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)