

## **GOVERNOR'S HEALTH CARE WORKFORCE RECRUITMENT PROGRAM POLICY**

House Bill 632 from the 67<sup>th</sup> Regular Session of the Montana Legislature established the Economic Transformation and Stabilization and Workforce Development Advisory Commission. The Commission exists to review policies and program recommendations to be funded by the American Rescue Plan Act. The Commission convened on October 27, 2021, and recommended approval of the **Governor's Health Care Workforce Recruitment** program to attract out-of-state health care workers to become part of the Montana health care workforce. The Program also supports health care employers whose labor forces and business models were compromised, changed, or reduced due to COVID-19.

The Program was approved by Governor Gianforte on November 8, 2021. Amendments to the policy were made effective April 29, 2022.

In furtherance of the Commission's recommendation and the Governor's approval, this Policy sets forth the details of implementation of the Program. This Policy may be amended from time to time as deemed necessary by the Commissioner of Labor & Industry.

### **Section I: Definitions**

The following definitions apply to this policy unless reasonable interpretation demands otherwise:

1. "Application" means the document and supporting information submitted by an employer to the Department setting forth the employer's intent to hire for a reimbursable position.
2. "Creation date" means the date of approval of this Policy.
3. "Department" means the Department of Labor & Industry, as defined in 2-15-1701, MCA.
4. "Destination" means the location in Montana where the employer is based or where the employee intends to live.
5. "Employee" has the meaning set forth in 39-71-118, MCA.
6. "Employer" has the meaning set forth in 39-51-202, MCA.
7. "Healthcare business" means a business employer in Montana which has the principal purpose of providing healthcare services. The term includes public, private, for-profit, and nonprofit entities.
8. "Notification" means the written document submitted to the department by an employer informing the department of a successful hire and including all receipts or other documentation on which a request for reimbursement is based.
9. "Origin" means the location where the employee lived prior to moving to the destination.
10. "Reimbursable position" means a position as an employee in a health care occupation listed in Addendum A as defined by O\*NET code.

## **Section II: Eligibility for application**

1. Healthcare businesses which self-attest to having 250 or more full-time employees at the time of application may:
  - May have up to 10 different job classifications approved for reimbursement under the program.
2. Healthcare businesses which self-attest to having 249 or fewer full-time employees at the time of application may:
  - May have up to 10 different job classifications approved for reimbursement under the program.
3. Origin of employees reimbursed must be outside Montana.

## **Section III: Reimbursement and Application Procedure**

1. Application process:
  - a. A healthcare business may complete an application and submit it to the department as set forth in Section VI.
  - b. Upon receipt of a complete application, the department will review to determine eligibility of the employment for reimbursement.
  - c. A determination of eligibility will be issued to the employer, if applicable.
2. Recruitment process:
  - a. The applicant may then recruit an employee.
  - b. The applicant is encouraged to reference the "Governor Gianforte's Claim Allowance for Relocation Expenses (CARE) in Montana Program " in communications with potential employees, job postings, and other related materials.
3. Reimbursement process:
  - a. Upon successfully recruiting an employee and after the employee's start date with the employer, the applicant employer may submit all eligible receipts for reimbursement.
  - b. DLI will review all receipts to determine eligibility and will issue a reimbursement amount to the applicant.
4. Reimbursement amount:
  - a. The total reimbursement includes: (1) the total amount of the receipts deemed eligible by the department; (2) an additional 35% of the reimbursement amount.
  - b. The total reimbursement must be transmitted to the employee by the employer. The total reimbursement is taxable.
5. Performance measures:
  - a. Employees should be hired with the expectation of at least one year of employment.
  - b. The employer should notify DLI if an employee leaves less than one year from the start date.

#### **Section IV: Application Receipt**

1. Applications are accepted on a first come, first served basis. Only 500 applications may be open at one time. If 500 applications are open and a new application is received, further applications will be rejected until applications close. In addition, 125 applications are reserved for healthcare business which target rural and underserved populations.
2. Applications remain open for 200 days from submission. After 200 days, the application closes. Reimbursement is not available unless, during the open period, the employee has begun employment. **An employer may renew an application for the same employee classification** if no reimbursement has been issued and other eligibility requirements are met.
3. An employer may only have one application for a position open at a time.

#### **Section V: Eligible and Ineligible Reimbursements**

1. The following expenses are eligible for reimbursement if necessary supporting documentation is submitted to the department and the expense is incurred after the creation date and after acceptance of employment:
  - a. Airfare: Airline tickets may be reimbursed solely for economy or coach seating and baggage charges.
  - b. Housing: The costs of securing housing, such as rental application fees, down payments, or initial lease costs may be reimbursed to a maximum of \$2,500.
  - c. Licensing fee: Fees paid directly to a state of Montana licensing board for obtaining a Montana license to practice.
  - d. Lodging: Lodging may be reimbursed at \$125 per night, or the actual cost of lodging, whichever is lower.
  - e. Meals: Meals may be reimbursed at a rate of \$59 per day of travel from the origin to the destination.
  - f. Mileage: Mileage may be reimbursed for the most direct route from the place from which an employee is moving to the final destination within Montana, at the 2021 IRS Medical & Moving Mileage Rate of \$0.16 per mile.
  - g. Moving costs: The costs of renting a moving truck or hiring a moving company.
  - h. Other expenses may be reimbursed by the department at its sole discretion.
2. The following are expenses which are **not** eligible for reimbursement:
  - a. Expenses incurred prior to the creation date or prior to acceptance of employment, including without limitation, costs relating to in person interviews.
  - b. No reimbursement is available for any employee whose hire date is before the creation date unless otherwise indicated by DLI.
  - c. Packing supplies, including without limitation, boxes, tape, bubble wrap,

- and similar.
- d. Storage expenses.
  - e. Utility cut-off costs, including without limitation, electricity, internet, and water.
  - f. Expenses submitted more than 30 days after employment start date.
  - g. Expenses in excess of a total of \$12,500 per employee.

**Section VI: Funding Limitations**

1. All reimbursement requests are subject to available funding provided to the program by the Economic Transformation and Stabilization and Workforce Development Advisory Commission. Reimbursements will be processed on a first-come, first-served basis. No reimbursements whose fulfillment would result in the program exceeding its available funding and DLI's budget authority will be processed.

**Section VII: Exceptions**

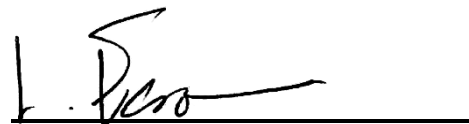
1. On a case-by-case basis, DLI may grant policy exceptions within the parameters of the program as authorized.

**Section VIII: Submissions to Program**

1. All applications and supplemental information must be submitted by one of the following means:
  - a. online via at [www.covidreliefmt.org/submit](http://www.covidreliefmt.org/submit);
  - b. electronic mail to: [dlihcwr@mt.gov](mailto:dlihcwr@mt.gov);
  - c. facsimile to 406-444-3037.

Adopted on the 3<sup>rd</sup> day of December, 2021.

Updated this 29<sup>th</sup> day of April, 2022.



**Laurie Esau**

Commissioner of Labor & Industry

## ADDENDUM

### A

Jobs that qualify for the Governor's Health Care Workforce Recruitment Program

**Ref# Occupational (i.e. Job) Title**

1	Acupuncturists and Healthcare Diagnosing or Treating Practitioners, All Other
2	Anesthesiologists
3	Assisted Living Center Workers
4	Athletic Trainers
5	Audiologists
6	Cardiovascular Technologists and Technicians
7	Certified Nursing Assistants
8	Chiropractors
9	Clinical Laboratory Technologists and Technicians
10	Dental Assistants
11	Dental Hygienists
12	Dentists, All Other Specialists
13	Dentists, General
14	Diagnostic Medical Sonographers
15	Dietetic Technicians
16	Dietitians and Nutritionists
17	Emergency Medical Technicians and Paramedics
18	Exercise Physiologists
19	Family Medicine Physicians
20	General Internal Medicine Physicians
21	Genetic Counselors
22	Health Info Technologists, Medical Registrars, Surgical Assistants, & Practitioners
23	Healthcare Support Workers, All Other
24	Hearing Aid Specialists
25	Home Health and Personal Care Aides
26	Licensed Addiction Counselor
27	Licensed Clinical Professional Counselor
28	Licensed Clinical Social Workers
29	Licensed Marriage and Family Therapists
30	Licensed Practical and Licensed Vocational Nurses
31	Magnetic Resonance Imaging Technologists
32	Massage Therapists
33	Medical Assistants
34	Medical Dosimetrists, Records Specialists, and Health Technologists and Technicians
35	Medical Equipment Preparers
36	Medical Transcriptionists
37	Naturopathic physicians, assistants, and all other related
38	Nuclear Medicine Technologists
39	Nurse Anesthetists
40	Nurse Midwives
41	Nurse Practitioners
42	Nursing Assistants
43	Obstetricians and Gynecologists
44	Occupational Therapists

45	Occupational Therapy Aides
46	Occupational Therapy Assistants
47	Ophthalmic Medical Technicians
48	Opticians, Dispensing
49	Optometrists
50	Orderlies
51	Orthodontists
52	Orthotists and Prosthetists
53	Paramedics
54	Pediatricians, General
55	Pharmacists
56	Pharmacy Aides
57	Pharmacy Technicians
58	Phlebotomists
59	Physical Therapist Aides
60	Physical Therapist Assistants
61	Physical Therapists
62	Physician Assistants
63	Physicians, All Other; and Ophthalmologists, Except Pediatric
64	Podiatrists
65	Psychiatric Aides
66	Psychiatric Nurse Practitioner
67	Psychiatric Technicians
68	Psychiatrists
69	Radiation Therapists
70	Radiologic Technologists
71	Recreational Therapists
72	Registered Nurses
73	Respiratory Therapists
74	Speech-Language Pathologists
75	Surgeons, Except Ophthalmologists
76	Surgical Technologists
77	Therapists, All Other