



Montana Department of LABOR & INDUSTRY

1 **Division: Workforce Services Division**
2 **Category: Programs**
3 **Effective Date: 07/10/2017**
4 **Last Revised: 07/01/2022**
5 **Policy No.: 09-16**
6

7 **State Displaced Homemaker Program Policy**

8 **Background:** The State Displaced Homemaker program provides pre-employment services to empower
9 adults to enter or re-enter the labor market. Participants must be Montana residents, eighteen (18) years or
10 older; and must meet eligibility requirements.

11 The State Displaced Homemaker program provides counseling, training, jobs, services, and healthcare so that
12 participants may gain the independence and economic security essential to a productive life. It encourages
13 cooperation between federal, state, and local agencies and private employers so that efforts will be coordinated
14 and duplication of services avoided.

15 **Scope:** This policy applies to all service providers operating the State Displaced Homemaker program, State
16 Displaced Homemaker program manager, and fiscal officers. This policy is effective July 1, 2022.

17 **Policy:**

18 **Eligibility Requirements:**

- 19 • Worked primarily without remuneration to care for the family and home for a minimum of three (3) of
20 the last five (5) years and for that reason lacks marketable skills. During that time, the individual was
21 dependent on public assistance or a relative's income but no longer receives that support.
- 22 • A parent whose youngest child will become ineligible to receive Temporary Assistance for Needy
23 Families (TANF) within two (2) years of applying to the State Displaced Homemaker program; or
- 24 • Is unemployed or underemployed and is experiencing difficulty obtaining any employment or suitable
25 employment; or
- 26 • Is an ex-offender who meets residency, age, and any of the eligibility requirements noted above.
- 27 • For a complete list of documentation, please refer to the State Displaced Homemaker Verification
28 Worksheet (SDH.03).

29 **Services:**

30 Allowable services may include but are not limited to:

- 31 • Development of outreach programs to serve rural areas where needs are identified;
- 32 • Job training assistance, which may include placement in On-The-Job (OJT) Training, Work Experience
33 (WEX) or occupational skills training. Please refer to the [WIOA OJT and Adult WEX](#) policies;

- 34 • Enrollment assistance in public, private, or other institutional settings for pre-vocational and vocational
35 instruction;
- 36 • Job placement assistance to obtain unsubsidized employment in public and private sectors. This could
37 include assistance in identifying community needs and creating new jobs in public and private sectors;
- 38 • Job counseling that considers the participant’s skills and experiences and appropriate job opportunities;
39 ○ Literacy and math assessments are required for participants seeking enrollment in the training
40 program.
- 41 • Participants are eligible for supportive services; for examples, childcare for preschool-aged children,
42 grants for education, and transportation. Please refer to the [WIOA Supportive Services Policy](#).
- 43 • **Please note:** During follow-up, State Displaced Homemaker participants may receive supportive
44 services.

45 Administrative Requirements:

- 46 • Service providers must record enrolled participant data in the Management Information System (MIS)
47 and must also submit quarterly and annual reports to the State Displaced Homemaker program
48 manager.
- 49 • The grantee will provide 15% of the operational costs of the State Displaced Homemaker
50 program from the local community being served by the program. The local contribution may include in-
51 kind contributions.
- 52 • The annual narrative report is due on the 25th calendar day following the program year end. It must
53 contain the following information:
54 ○ Financial data, separated by quarter:
55 ■ Administrative expenditures;
56 ■ Direct training expenditures;
57 ■ Training-related expenditures;
58 ■ Supportive services expenditures; and
59 ■ Summary of how the provider met the fifteen (15) percent match.
60 ○ Participant data, separated by quarter:
61 ■ Number of enrollments;
62 ■ Number of eligibility determinations based on:
63 • No longer supported by or dependent on a relative’s income or TANF; or
64 • Unemployed or underemployed; or
65 • An ex-offender who meets program eligibility requirements.
66 ■ Participants who received training services;
67 ■ Participants who received training-related and supportive services;
68 ■ Exits per quarter
69 • Exits to unsubsidized employment; or
70 • Exits to training; or
71 • Exits, other than those in lines 77 and 78; for example, lost contact, quit the
72 program, incarceration, health or medical reasons, etc.
73 ■ Average wage paid to participants
74 ○ Narrative assessment of:
75 ■ All activities related to the program’s job counseling, training, placement referrals, and
76 support and outreach services;
77 ■ An explanation of differences of greater than 25 percent between planned participation
78 and fiscal expenditures and actual data; and
79 ■ Summary of how the provider attained the performance goals or an explanation of why
80 the performance goals were not met.
81

82 Monitoring and Technical Assistance:

- 84 • A formal monitoring will be conducted annually.
- 85 • Technical assistance will be provided by the State Displaced Homemaker program manager.

86

87 References:

- 88 • [MCA 39-7 Displaced Homemakers](#)
- 89 • [ARM 24.12 Displaced Homemaker](#)