State Displaced Homemaker Program Policy

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

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

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

Policy:

Eligibility Requirements:

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

Services:

Allowable services may include but are not limited to:

- Development of outreach programs to serve rural areas where needs are identified;
- Job training assistance, which may include placement in On-The-Job (OJT) Training, Work Experience (WEX) or occupational skills training. Please refer to the WIOA OJT and Adult WEX policies;
• Enrollment assistance in public, private, or other institutional settings for pre-vocational and vocational instruction;
• Job placement assistance to obtain unsubsidized employment in public and private sectors. This could include assistance in identifying community needs and creating new jobs in public and private sectors;
• Job counseling that considers the participant’s skills and experiences and appropriate job opportunities;
  o Literacy and math assessments are required for participants seeking enrollment in the training program.
• Participants are eligible for supportive services; for examples, childcare for preschool-aged children, grants for education, and transportation. Please refer to the WIOA Supportive Services Policy.
• Please note: During follow-up, State Displaced Homemaker participants may receive supportive services.

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

Monitoring and Technical Assistance:
• A formal monitoring will be conducted annually.
• Technical assistance will be provided by the State Displaced Homemaker program manager.

References:
• MCA 39-7 Displaced Homemakers
• ARM 24.12 Displaced Homemaker