



Montana Department of LABOR & INDUSTRY

Division: Workforce Services Division

Category: WIOA

Effective Date: 09/10/2025

Last Revised: N/A

Policy No.: 02-25

Title III Wagner-Peyser Program Policy

Background:

The Wagner-Peyser Act, officially the Wagner-Peyser Act of 1933, established a nationwide system of public employment offices, now known as the Employment Service (ES), to connect job seekers with employers. Its aim is to improve labor market efficiency by providing various services to both job seekers and employers.

Montana Department of Labor & Industry (MTDLI), under the auspices of Wagner-Peyser, prepares job seekers and workers to succeed in the labor market and helps employers hire skilled workers necessary to compete in the global economy.

Scope:

This policy specifically refers to Wagner-Peyser services provided to job seekers and applies to all service providers operating WIOA Title III Wagner-Peyser, Title III Wagner-Peyser program manager(s), WIOA fiscal officer(s), and the WIOA monitoring team. This policy is effective September 10, 2025.

Policy

Required for Wagner Peyser Participants

- An individual seeking Wagner-Peyser participant-level services must have their authorization to work in the U.S. verified prior to participation. Approved work authorization documentation must be obtained from the customer prior to providing Wagner-Peyser services. For a list of acceptable documentation, refer to the Work Authorization Verification Worksheet (WIOA.54).

- If the individual does not want Wagner-Peyser participant-level services or cannot provide approved work authorization documentation, the individual can continue to access self-service or information-only services.

Definitions

Eligible Individual: U.S citizen or legally authorized to work in the U.S..

Participant-level Services: Defined in [TEGL 19-16, Attachment II chart](#).

Case Management

Case Management responsibilities include but are not limited to:

- Verifying proof of work authorization is present in case files
- Assessing participant's barriers and needs
- Developing and supporting an employment plan tailored to the participant's needs and goals
- Career counseling and guidance
- Providing specialized assessments
- Developing job opportunities with local employers on behalf of the participant
- Providing referrals to other WIOA Title and partner programs
- Providing follow-up services including recording employment and other outcomes
- For individuals whose work authorization is temporary, verifying continuing work authorization as per the following guidelines:
 - Verify their continued work authorization at a reasonable interval determined by the date their temporary authorization is expected to expire, but no less than once every three months.
 - If a participant's employment authorization has expired or been revoked outside that 3-month check, then the participant must be exited.

Monitoring and Technical Assistance:

- A formal monitoring will be conducted by the entity designated by SWIB.
- The Title III program manager will provide technical assistance to case managers.

References:

- [TEGL 19-16, Attachment II Services Provided through Adult and Dislocated Worker Programs \(WIOA\) and Wagner Peyser Employment Service \(ES\)](#)
- [TEGL 10-23, Change 2 Work Authorization Verification in Grant Programs Administered by the Employment and Training Administration](#)