

# MONTANA PARA PATHWAYS

## LEVEL 1 FAQs

### Employment Verification

Employment verification must be received prior to DCC reimbursement. This is required each academic school year.



Send Completed Forms to:

Anne.Carpenter2@mt.gov  
bmiller@dawson.edu

### W-9



DCC must have a completed W-9 before reimbursement. Please go to [dawson.edu/w9-form.html](http://dawson.edu/w9-form.html) to securely submit your W-9. This is a one-time upload.

### Pay Schedule & Deadlines



- There is no deadline to complete the modules.
- In order to start DCC classes, all 40 approved modules must be completed.
- You can expect module compensation 10-15 business days after the close of the quarter.
- Paperwork submitted after the quarter deadline will be processed with the next quarter.
- Any modules taken in a previous quarter that have not been compensated, will be paid the following quarter.

#### Quarter 1 ~ January - March

W-9 and Employment Verification **DUE March 28**  
Cut-off for Q1 module completion **March 31**

#### Quarter 2 ~ April - June

W-9 and Employment Verification **DUE June 27**  
Cut-off for Q1 module completion **June 30**

#### Quarter 3 ~ July - September

W-9 and Employment Verification **DUE September 27**  
Cut-off for Q1 module completion **September 30**

#### Quarter 4 ~ October- December

W-9 and Employment Verification **DUE December 28**  
Cut-off for Q1 module completion **December 31**  
Please allow for additional processing time with the holidays.