TRANSITIONAL JOBS

Policy Number: 214, Revision 2
Effective Date: July 19, 2019
Revision Date: July 7, 2026

I. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA), Sec. 134(3)(D)(vii) allows for the provision of Transitional Jobs that are limited to 10 percent of the funds allocated to the contractor to provide transitional jobs activities that are:

- Time-limited work experiences that are subsidized up to 100% and are in the public, private, or non-profit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history;
- It takes place within the context of an employee-employer relationship, in which the contractor generally acts as the employer and with an opportunity to develop workplace skills;
- Combined with career employment services and supportive services; and
- Designed to assist individuals with barriers to employment with work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

II. GENERAL POLICY

Transitional Jobs is a full-time activity that provides WIOA Adult and Dislocated Worker participants with up to 3 months or less of paid temporary employment combined with intensive case management to resolve employment barriers. Through the combination of a maximum of 20 hours a week of paid subsidized employment, education activities, job readiness, and barrier reduction/issue resolution, gives participants the opportunity to gain experience in an employment setting while increasing their income, skills, and self-confidence.

Transitional Jobs must be designed to establish a work history for the individual, demonstrate success in the workplace, and develop skills that lead to entry into and retention in unsubsidized employment. There is no requirement by the employer to retain the individual upon completion of the

transitional jobs; however, retention, where appropriate, is preferred for the benefit of the worker and employer.

1. Participant Eligibility

To receive Transitional Jobs, participants must be either chronically unemployed or have an inconsistent work history, and an appropriate activity for "individuals with barriers" which may include individuals who are long-term unemployed, ex-offenders, or individuals who are currently receiving or have exhausted Temporary Assistance to Needy Families (TANF) benefits.

In defining these factors, the local area should consider:

- Criteria that reasonably justify and relate conceptually to the status of "chronic unemployment" such as being low income (as defined in WIOA Section (3)(36)), having a work history showing primarily minimum wage employment, employment with wages below the local living wage definition, currently claiming and/or having exhausted unemployment insurance (UI) benefits, and other unemployment-related qualifying criteria; and
- Quantifiable definitions of what it means to have an "inconsistent work history" (i.e., specific lengths of time without employment, a specific number of jobs within a specified duration, etc.).

2. Eligibility Documentation

The allowable source documentation that can be provided to validate the status of either chronically unemployed or having an inconsistent work history includes:

a. Self-Attestation
b. Verification from the employer
c. Rapid Response list
d. Notice of layoff
e. UI wage records

3. Career and Support Services

Transitional Jobs must be combined with at least 1 comprehensive career service, such as the Development of Individual Employment Plans or Career and Vocational Counseling, and 1 program supportive service. Participants in Transitional Jobs placement can access all the WIOA support services listed in Administrative Bulletin 217 Support Services.

Participation in Transitional Jobs **must have pre-approval** from South Central Workforce (SCW) shall be for less than 3 months, and be documented in the Employment or Individualized Service Strategy Plans.

III. COMPENSATION

Participants enrolled in Transitional Jobs shall be paid an hourly wage at the same rates as similarly situated employees or trainees, but not less than the higher of the minimum wage prescribed under the Fair Labor Standards Act, or applicable State or local minimum wage laws. The subsidized worksite employer or program provider is reimbursed 100% of the wages the participant earned.

Participants enrolled in Classroom Training, combined with Transitional Jobs may continue to receive the hourly rate for the worksite only.

IV. WORKSITE AGREEMENT

Attachment 1, Transitional Jobs Agreement, and Attachment 2, Training Plan/Evaluation, are to be used for Transitional Jobs assignments. The agreement format may be revised, provided the content is not altered and has been pre-approved by SCW.

A Worksite Agreement may be written for group training with one employer, provided work conditions, job/training description, and wage rates are the same for all participants covered under the agreement.

V. DEFINITIONS

Chronically Unemployed: Can be used synonymously with long-term unemployment: unemployed for 27 or more consecutive weeks, at eligibility.

Inconsistent Work History: A worker who, at eligibility, has lacked steady, full-time, permanent employment. For determining eligibility for Transitional Jobs, we will consider that an "inconsistent work history" includes:

- Seasonal Work;
- Temporary Work;
- Primarily Minimum-wage Work;
- Part-time Work (less than 30 hours per week); or
- Other periods of employment of less than 10 consecutive weeks.

Attachment 1: Transitional Jobs Agreement

Attachment 2: Training Plan/Evaluation

REFERENCES

All Contractors will be monitored for compliance with the MIS procedures for timeliness, accuracy, and completeness of all forms and documents.

- 20 CFR § 680.190 - .195
- TEGL 19-16 – Guidance on Services Provided Through Adult and Dislocated Worker Programs
- WorkSource System Policy 5623 – Transitional Jobs