

WIOA Region 5 (South Central and Southwest)

Policy Letter #1 –2020

Effective Date: April 2, 2020

Purpose: To establish a policy to govern transitional jobs for adults and dislocated workers.

Background: The Workforce Innovation and Opportunity Act/TEGL 19-16 requires local workforce development boards to adopt policies that govern Transitional Jobs which identify appropriate employers, amount of reimbursements for the jobs (up to 100% of the wage), durational limits and support services. This policy must also include the definitions of “chronically unemployed” and “inconsistent work history”.

Policy/Procedure: WIOA sec. 134(d)(5) specifies that career services available to individuals who are adults and dislocated workers can include transitional jobs. Transitional jobs are time limited and provider paid work experiences. Transitional jobs may be in the public, private or non-profit sectors for those individuals with barriers to employment. Transitional jobs are designed to establish a work history for the individual, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

Transitional jobs may be provided for participants that have barriers to employment and are “chronically unemployed” or “have an inconsistent work history”.

Transitional Jobs is paid work experience that:

- a. Is time limited and subsidized;
- b. Is in the public, private or nonprofit sector;
- c. Is provided to individuals with barriers to employment who are chronically unemployed or have an inconsistent work history.
- d. Is combined with comprehensive employment and support services; and
- e. Is designed to help participants establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into or retention in unsubsidized employment.

“Chronically Unemployed” or “Inconsistent Work History”

For the purpose of participant eligibility for transitional job activities, individual are considered to be chronically unemployed or have an inconsistent work history when they meet one or more of the following criteria:

- Has never held a full-time job (30+hours per week) for more than 13 consecutive weeks
- Has been fired from a job within the 12 months prior to application
- Has held more than three jobs in the 52 weeks prior to application

- Is on parole or probation, or has been released from prison/jail within the 12 months prior to application
- Has been unemployed for the 13 consecutive weeks prior to application
- Has been unemployed for 15 or more of the 26 weeks prior to application.

Individuals with Barriers to Employment means a member of one or more of the following populations:

- Displaced homemakers;
- Low-income individuals;
- Communities of color;
- Individuals with disabilities;
- Older individuals (age 50 and older);
- Ex-offenders;
- Youth (ages 18 – 24);
- Homeless individuals or homeless youth;
- Youth who are in or have aged out of the foster care system;
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;
- Eligible migrant and seasonal farm workers;
- Individuals receiving or exhausted lifetime TANF eligibility
- Single parents (including pregnant women);
- Long-term unemployed individuals

Transitional Jobs Employer Requirements

Transitional jobs may be from the private, non-profit or public sector and ideally in high demand occupation. Transitional jobs are time-limited and unlike on-the-job training (OJT), there is no requirement that the employer retains the individual upon completion of the transitional job; however, retention of the worker would be the preferred outcome where appropriate. Local providers may use up to 10 percent of their combined total of adult and dislocated worker funds to provide transitional jobs.

The transitional job will be guided by a worksite agreement, an agreement between the service provider, host employer and the eligible adult or dislocated worker participant. The worksite agreement should specify the occupational and employable competencies the participant will achieve.

Wage Reimbursement

Transitional jobs may pay at an hourly wage at the same rates as similarly situated employees or trainees, subject to the Fair Labor Standards Act. The wage must meet or exceed current Federal and State minimum wage rates.

Transitional Job Time Limits

Transitional job will be for a limited time period based on the participant's unique training needs. Transitional jobs can be up to 29 hours per week for a

maximum of 16 weeks. If additional weeks are required to assist the individual in meeting employability skills outlined in worksite agreement, a request can be made to the program supervisor for approval of additional weeks.

Support Services

Transitional job are accompanied by comprehensive career and supportive services delivered prior to, or concurrently with, the transitional job. Each transitional jobs participant will have their individual needs assessed to determine support services needed to support the transitional job. Support services will be outlined in the participant's individualized employment plan and will following the Region 5, Policy #1-2018, Provision of Support Services.