

Policy Name: Transitional Jobs	Policy Number: 03-2019	Date: November 21, 2019
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Purpose

Transitional jobs is a component of the Workforce Innovation and Opportunity Act (WIOA) that provides a participant with time-limited work experiences to help him/her establish a work history, achieve success in the workplace, and develop the skills needed to obtain and retain unsubsidized employment.

General Information

A transitional job is defined as a job that provides a time-limited work experience that is wage-paid and subsidized, and is in the public, private, or non-profit sectors for those individuals with barriers to employment.

These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment. Transitional job activities must be combined with comprehensive career and supportive services provided prior to, or concurrently with, the transitional job activity.

Transitional job expenditures may not exceed federally allowed amount for a given program year (July 1 – June 30).

Participant Eligibility

For an individual to qualify for a transitional job under the WIOA guidelines, he/she will:

- Have enrolled with EmployBR WIOA Dislocated Worker program; or
- Have enrolled with EmployBR WIOA Adult program and have been determined to be an individual with the following barrier to employment:
 - Ex-Offender / Formerly Incarcerated Person (FIP)

Employer Eligibility

Employers eligible to participate as a transitional jobs placement site include: private for-profit businesses, private non-profit organizations, and public sector employers. Employers must also be willing to participate in the required on-site monitoring visit conducted by EmployBR staff to evaluate the participant’s performance. An employer will NOT be eligible to participate as an EmployBR transitional jobs worksite if:

- The employer has any other individual on layoff from the same or substantially equivalent position
- The transitional job would infringe upon the promotion of or displacement of any currently employed worker or a reduction in their hours
- The same or a substantially equivalent position is open due to a hiring freeze
- The employer has relocated its business in the past 120 days and that relocation resulted in any employee losing his/her job at the original location.

Transitional Jobs Requirements

- Transitional jobs must be combined with comprehensive career services and supportive services
- Transitional jobs placements should contribute to the occupational development and upward mobility of the participant
- Per WIOA regulations 20 CFR 683.200(g), “no individual may be placed in an employment activity if a member of that person’s immediate family is directly supervised by or directly supervises that individual.” For the purpose of this policy the term “immediate family” includes a spouse, child, sibling, daughter-in-law, son-in-law, mother-in-law, father-in-law, sister-in-law, and brother-in-law.

Length of Program

Transitional jobs must be time limited (no more than 4 months and preferably 10 to 12 weeks) and require at least twenty (20) but not more than thirty (30) hours of work per week.

Wages

All transitional job placements must pay at least the minimum wage (\$7.25/hour at the effective date of this policy). Transitional job funds may be used to pay up to \$13.00/hour of wages earned by a participant.

Monitoring

Our monitoring review process may include:


- A. Desk review conducted by EmployBR Staff.
- B. On-site review conducted by EmployBR Staff.
- C. On-site review conducted by Federal, State, Local, and other independent Auditors.

Monitoring by EmployBR will be conducted at least once during the transitional job period. In addition, regular contact with the participant must be made and documented in HiRE case notes.

Worksite Agreement

EmployBR requires a written, signed agreement between EmployBR and the qualified employer prior to the start of work. These worksite agreements will be similar to those used for EmployBR’s Youth Work Experience Program where the participant is being paid and the employer providing the supervision for the participant is not the employer of record.

There is no expectation that the employer providing the transitional job placement will hire the participant permanently.



WIOA Chief Administrator/LWDB 21 Director



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Historical Notes: Authorized by Public Law No: 113-128. Work Force Investment Opportunity Act 2014. Created January 14, 2016. Revised August 20, 2019.