



Southwest Georgia Workforce Development Board
Policy/Procedure Name: Transitional Jobs
Policy/Procedure #: WIOA-2017-065
Effective Date: February 28, 2017
Revision Date:

PURPOSE

WIOA Sec.134(d)(5) states that the local board may not use more than 10 percent of the funds allocated to the local area involved under section 133(b) to provide transitional jobs under sub-section(c)(3) that-

- (A) are time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history;
- (B) are combined with comprehensive employment and supportive services; and
- (C) are designed to assist the individuals described in subparagraph (A) to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

STATE POLICY

Reference Georgia Department of Economic Development Policy and Procedure 3.4-4 and Section 3.4.1.5

LOCAL POLICY

A transitional job opportunity may be provided as a training service to enrolled adults and dislocated workers who have met the priority of service requirements.

A transitional job program should have at a minimum the following three components:

1. Paid Work Experience
2. Classroom Training (Soft Skills, Occupational Skills, etc.)
3. Supportive Services

Participant Eligibility

All transitional job participants must meet program eligibility requirements, be enrolled in the respective WIOA program, and have received an assessment resulting in the development of an Individual Employment Plan that documents the participant's need for and benefit from a transitional job. Specific barriers to employment shall be considered including but not limited to:

- Chronically unemployed (six months to two years)
- Lacks prior work history or experience
- A criminal record or recent incarceration



- Long-term reliance on public benefits
- Homelessness or housing insecurity
- Lack of reliable transportation or childcare
- Lack of employability or soft skills

Policy Guidelines

- Must provide a planned and structured learning experience that will contribute to the achievement of the participant's employment goals through a measurable training component.
- Designed to assist individuals to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.
- A worksite agreement must be signed by all parties prior to the start of the transitional job.
- Employers undergo a pre-application process and on-site evaluation and receive approval prior to the development and signing of a worksite agreement with the employer of record. At a minimum the agreement should include the following elements:
 - ✓ Names and contact information for all parties;
 - ✓ Names and titles of all employer staff that are authorized to sign the timesheet for the Transitional Job participant(s);
 - ✓ The participant's Transitional Job start and end date;
 - ✓ Responsibilities and expectations of the participant, the worksite employer, and the local workforce development area (LWDA) and/or Contracted Provider;
 - ✓ The job title, pay, duties, and goals for each participant;
 - ✓ A statement informing the worksite that they may be subject to worksite monitoring by both state and local representatives, as well as regular visitations by LDWA staff and/or Contracted Provider staff to check on the progress of the participants;
 - ✓ Other information relevant to the specific transitional job activity; and
 - ✓ Signatures and dates from the site supervisor and LWDA staff and/or Contracted Provider
- Approved training sites will provide a job description, work schedule, and training plan as well as conduct interviews and select trainee(s).

Southwest Georgia



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Funding/Duration Limits:

Transitional jobs are subject to an hourly wage of \$9.00 and participants should work at least 20 hours per week but not to exceed a maximum of 32 hours per week. The training period is also subject to a maximum duration of 25 weeks or 800 hours. Overtime is not authorized.

Training Orientation

The Service Provider Staff will schedule a meeting with the participant prior to the transitional job training start date to review the rules, requirements and expectations of the program including assigned worksite name, address, supervisor, worksite telephone number, job title/duties, scheduled first day of work, projected scheduled training end date, and scheduled number of hours each week. After the information is reviewed with the participant, the participant will be asked to sign an 'Acknowledgement' to verify and document his/her awareness of the worksite and training details provided.

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