



Southwest Georgia Workforce Development Board  
Policy/Procedure Name: Transitional Jobs (TJ)  
Policy/Procedure #: WIOA-065  
Effective Date: February 28, 2017  
Revision Date: June 4, 2019  
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## **BACKGROUND**

Transitional Jobs (TJ) programs target population with multiple employment obstacles or limited work experience. These programs provide a participant with work experience and an opportunity to develop critical workplace skills. TJ should be combined with career and supportive services, based upon an individual's needs.

## **STATE POLICY**

Reference Technical College System of Georgia – Workforce Division Policy and Procedure Section 3.4.1.6

## **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.

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.

### **I. Definition**

A. Transitional jobs are paid work experiences that are:

1. Time limited and subsidized;
2. In the public, private, or nonprofit sector;
3. Provided to individuals with barriers to employment who may be chronically unemployed or have an inconsistent work history;
4. Combined with comprehensive employment and supportive services; and,
5. Designed to help participants establish a work history, demonstrate success in the workplace, and develop skills that could lead to entry into and retention in the unsubsidized employment market.



## II. Guidelines

- A. Under Section 134 (d)(5) of WIOA and 20 CFR 680.195 of the Final Rule, Local Workforce Development Boards (LWDB) may use up to 10 percent of their combined total of adult and dislocated workers funds to provide transitional jobs to individuals with one (1) federally defined barrier to employment or chronic unemployment or inconsistent work history (as defined below). TJ placements should contribute to the occupational development and upward mobility of the participant. Unlike on-the-job training (OJT), there is no requirement that the employer retains the individual upon completion of the TJ; however, retention, where appropriate, is preferred for the benefit of the worker and employer.
- B. Federally Defined Barrier to Employment
1. Displaced homemakers
  2. Low income individuals
  3. American Indians, Alaska Natives, and Native Hawaiians
  4. Individuals with disabilities, including youth with disabilities
  5. Older individuals (age 55 or older)
  6. Ex-offenders/Returning citizens
  7. Homeless individuals
  8. Youth who are in or have aged out of foster care system
  9. Individuals who are English language learners, individuals who have low levels of literacy and individuals facing substantial cultural barriers
  10. Eligible migrant and seasonal farmworkers
  11. Single parents (including single pregnant women)
  12. Long-term unemployed individuals (unemployed 27 or more weeks)
  13. Recipients of public assistance



- C. Individuals with "chronic unemployment" or an "inconsistent work history" are those who:
1. Have been unemployed for 13 weeks or longer; or
  2. Were unemployed for at least 26 of the past 52 weeks; or
  3. Have held three or more jobs in the past 52 weeks and are currently unemployed or underemployed.

D. Employer Eligibility

For an employer to qualify for Transitional Jobs under the program guidelines, they must:

1. Be a private-for-profit business, private non-profit organization, or public sector employer;
2. Provide a quality work experience for participants to gain valuable skills; and,
3. Provide a safe environment for participants to gain skills.

An Employer will not be eligible to participate as a Host Employer site if:

1. The employer has any other individuals on layoff from the same or substantially equivalent position;
2. The Transitional Job would infringe upon the promotion or lead to the displacement of any currently employed worker or result in a reduction in their hours;
3. The same or a substantially equivalent position is open due to a hiring freeze; or
4. The employer(s) has recently relocated, resulting in the loss of employment of any employee of such business at the original location in the U.S.

E. TJ Contract Requirements

- a. A pre-award review(local area must use the state office WIOA Training Program Employer Pre-Award Review form)is required to verify, at a minimum, that:
  - The employer has been in business in Georgia for at least 12 months;
  - has at least 5 full-time employees;



- is current on all federal and state taxes; and
  - if applicable, has exhibited a positive history with WIOA-funded training programs.
- b. WIOA TJ training is provided based on a formal, written contract with a private, non-profit, or public sector employer that is completed and signed by all parties prior to the initiation of training with a copy given to the employer.
- c. A TJ contract must be limited to 90 days in length for employment up to 40 hours of work per week. No overtime is allowed.
- d. In determining an employer's viability for TJ contracts, local areas should consider the employer's past history with on-the-job training (OJT), customized training (CT), or other TJ contracts, financial stability, layoffs, relocation and labor disputes, as well as the occupational and industry outlook.
- e. A TJ training contract must address:
- i. The hourly wage of the participant - The minimum starting rate of TJ employees shall be at least the applicable federal minimum wage of the same rate as trainees or employees situated in similar occupations by the same employer and who have similar training, experience and skills, whichever is higher, in accordance with WIOA Section 181 (a)(1)(A);
  - ii. Length of training
  - iii. A description of the occupation(s) involved, skills(s) and competencies to be provided and learned, assessment and identification of the participant's skills gap;
  - iv. Performance outcome requirements;
  - v. A training plan (with a rating scale for skills at hire and at completion of the TJ) that defines successful completion of training;
  - vi. Reimbursement level - Employers are eligible to receive up to 100% of hourly wage reimbursement. Employer Host sites are responsible for submitting time cards as proof of hours worked;
  - vii. A provision addressing termination for lack of funds or recapture of funds, lack of participant attendance or failure of employer to comply with initial or upgraded employment requirements; and,



- viii. A provision for maintaining and providing records for Local Workforce Development Area (LWDA), state, and federal monitoring and review. Monitoring may include on-site visits and phone/email communication with the trainee to review the participant's progress in meeting training plan objectives and adherence to WIOA and applicable regulations.

#### REFERENCES

Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, enacted July 22, 2014  
Workforce Innovation and Opportunity Act Regulations, 20 CFR Parts 678, 680, 683  
WIOA Section 134(c)  
Technical System of Georgia – Office of Workforce Development (OWD) Policy and Procedure Manual, 3.4.1.6 Transitional Jobs  
USDOL TEGL 3-15, Guidance on Services Provided through the Adult and Dislocated Worker programs under WIOA  
OWD Workforce Implementation Guidance (WIG) Letter: WIG PS-24-001, Pre-Award Reviews for Work-Based Learning Programs (OJT, IWT, CT, WEX, TJ)

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