

**POLICY FOR TRANSITIONAL JOBS**

**POLICY NUMBER:**

**REVISION EFFECTIVE DATE: 00/00/0000**

**SUPERCEDES: 11/9/2018**

---

**PURPOSE**

To establish guidelines for the provision of transitional jobs

**BACKGROUND:**

Under the Workforce Innovation and Opportunity Act (WIOA), a transitional job (TJ) is one 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 who are chronically unemployed or have inconsistent work history, as determined by workNet DuPage/DuPage County Workforce Development Division (WDD). 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. Host employers are reimbursed up to 100% of wages paid for the duration of the transitional job. WDD may use up to 10 percent of their combined total of adult and dislocated worker allocations for transitional jobs as described in § 680.190.

**DEFINITIONS:**

*Participant*—a WIOA eligible individual placed into a transitional job

*Barriers to employment*—as defined in WIOA sec. 3(24), include but are not limited to: individuals with disabilities, older individuals, ex-offenders, homeless individuals, single parents, and long-term unemployed

*Chronically unemployed or inconsistent work history*- indicators may include having little or no prior experience in the workplace, or having been terminated from or quit more than one job in the past 24 months, or having never retained a full-time job for more than 6 months, or is returning to the workforce after an extended employment gap of two years or longer

*Host employer*—worksite/employer of record providing work experience for the participant

Transitional jobs are classified as Individualized Career Services as described in 20 CFR § 678.430(b). The WIOA Final rule governs the requirements for transitional jobs at 20 CFR § 680.190 and .195.

**POLICY:**

Transitional jobs are for a predetermined limited amount of time ranging from 4 weeks to 26 weeks but not to exceed 1,040 hours worked. They must be limited to the period of time required for a participant to establish a work history, demonstrate success in the workplace, and develop the skills needed for unsubsidized employment retention. The exact duration will be set prior to the start of the transitional job as appropriate for the participant's background, skill level, employment goals, and the nature of the work involved.

Participants working in transitional jobs must be paid at the same level of pay as other workers in the same position and must be covered by workers' compensation insurance or other relevant on-site insurance. The Transitional Jobs program will reimburse up to \$10,000 per participant for wages paid during the agreed upon time frame.

## **LWIA 06—Workforce Innovation and Opportunity Act Local Policies and Procedures**

---

### PARTICIPANTS:

Transitional jobs may be appropriate for WIOA-eligible participants who meet the following parameters:

1. Work Experience/Transitional Jobs (TJ) must be identified in the participant's Individual Employment Plan and case notes as a strategy to achieve employment attainment and retention along a designated career path;

AND

2. The participant has been chronically unemployed or has an inconsistent work history; and
3. The participant is experiencing barriers to employment that a TJ can help them overcome.

Program staff must document how the transitional job will help the job seeker establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

Transitional jobs must be combined with career and supportive services such as: career planning, financial literacy services, English language learning programs, transportation assistance, tools or other work equipment costs, etc. A description and plan for these services is included in the participant's Individual Employment Plan and case notes.

The identification of a participant as a candidate for a TJ is not a guarantee of a placement. Depending on the availability of funds and host employers, a participant may have the opportunity to interview for a TJ. If a participant is unsuccessful in gaining a TJ placement, WDD staff will continue to assist with other WIOA services as needed.

### HOST EMPLOYERS:

Transitional jobs can be implemented with public, private, or non-profit host employers.

Host employers will complete a Transitional Jobs Agreement in conjunction with WDD staff prior to interviewing candidates. Host employers have no obligation to offer a transitional jobs placement to a candidate following an interview.

Host employers agree to serve as employer of record, pay wages directly to the participant, and be reimbursed by WDD at a monthly (or quarterly) rate up to 100%. While all employers interested in serving as host employers will be considered, priority consideration will be given to those that meet the following criteria:

1. Intend to act as employer of record
2. Committed to helping participants
3. Offer occupations determined to be in-demand and which pay a self-sufficient wage, i.e. quality jobs
4. Willing to retain participants whenever possible.

There is no requirement that a host employer retains a participant upon completion of a TJ, but job retention is an ideal outcome.

The Transitional Jobs program is considered an unemployment work-training program. According to the (820 ILCS 405/) Unemployment Insurance Act sec. 211.3 (E), workers who are part of an unemployment work-relief or work-training program assisted or financed in whole or in part by any Federal agency or an agency of this State are excluded from insured employment. Therefore, workers will not be eligible for unemployment benefits if they are not retained at the conclusion of the transitional job.

## **LWIA 06—Workforce Innovation and Opportunity Act Local Policies and Procedures**

---

Host employers certify they are in compliance with all applicable Federal and State laws, including but not limited to health and safety standards, labor standards, and nondiscrimination laws.

Host employers will also certify that transitional jobs will not unfavorably impact (i.e. displace or reduce work hours of) current employees and that no employee has been terminated with the intention of replacement using participants subsidized with funds through the Transitional Jobs program.

WDD staff will periodically monitor the transitional job arrangement including monthly contact with participant and host employer. WDD staff will work with both participant and host employer to address any issues that may arise on-the-job to help ensure the goals of the transitional job (i.e. establishing a work history, demonstrating work success in an employee-employer relationship, and developing skills needed for unsubsidized employment) are fulfilled.

WDD may suspend or terminate a transitional job based on: the trainee's failure to comply with host employer policies/requirements or other program requirements; the host employer's failure to comply with the provisions of the program, or due to a change in the status of grant funding available.