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## **Purpose**

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Under WIOA, Transitional Jobs are a type of work-experience local workforce development boards can offer as an individualized career service. Transitional jobs are time-limited, wage-paid work experiences that are subsidized up to 100 percent. These jobs can be in the public, private, or nonprofit sectors and are only available for individuals with barriers to employment who are chronically unemployed or who have an inconsistent work history, as determined by the local board.

Transitional jobs provide individuals with work experience and an opportunity to develop important workplace skills within the context of an employee-employer relationship, in which the program provider generally acts as the employer, and with an opportunity to develop important workplace skills.

PacMtn has established local policy and procedures to provide direction and guidance for the implementation of Transitional Jobs to serve qualified program participants and employers of the WorkSource System within the PacMtn WDA.

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## **Policy**

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Transitional Jobs:

- Must be combined with comprehensive career and supportive services.
- A Transitional Job is considered an individualized career service.
- Must be 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.

Unlike on-the-job training (OJT), with transitional jobs, the training provider may be the employer of record and there is no requirement that the employer retains the individual upon completion of the transitional job, however, job retention is an ideal outcome.

Stipulations and allowances for funding Transitional Job relationships in alignment with PacMtn policy and as approved by the LWDB:

1. May approve for use up to 10 percent of their combined total allocation of adult and dislocated worker funds to support transitional jobs for serving adult and dislocated program participants specifically.
2. May approve as deemed appropriate, additional funding made available through other federal, state or private funding sources. Any usage cap or other usage restrictions will be determined based on source of funding and total amount of allocation.

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## Policy Guidelines

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Transitional Jobs must be combined with comprehensive employment and allowable supportive services. Comprehensive Employment and Supportive Services must be documented in the job seeker's service plan and case notes.

A Transitional Job will be subsidized up to 100% of wages in a qualifying public, private, or nonprofit sector. Transitional Job opportunities are provided to job seekers with barriers to employment who have barriers to employment who are chronically unemployed or who have an inconsistent work history, as established by local policy. PacMtn has identified the following:

- **An inconsistent work history**  
Consisting of relatively short-term attachment to past jobs (approximately 1 year or less) and gaps in work history that cannot be explained by recent economic conditions.
- **Chronic unemployment**  
Typified by unemployment for a period equal to what would be required for exhaustion of Unemployment Insurance benefits, a work history with frequent episodes of unemployment, despite being able and willing to work.

Examples of the above are included in PacMtn's Transitional Jobs Procedures # 9000P

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.

The wages and benefits paid for the transitional job must be similar to those paid for other employees performing similar work. Wages must be based on hours worked as recorded on a time sheet.

Program staff must ensure a Transitional Job agreement has been completed containing all signatures necessary to include that of the job seeker, employer/training provider and program practitioner. The agreement must clearly state all of the expectations of all parties. The agreement should clarify the rate of pay and the duration of the experience along with the learning objectives for the job seeker.

A program or program staff member may not spend more than the amount of funds budgeted for transitional jobs in their PacMtn service contracts as allocated in the relative program year.

The total transitional job reimbursement should be based on the wages of others doing similar work, the length of the placement, and whether other resources are available to offset the cost of the wages. All hours worked and wages paid must be accurately recorded on a time sheet.

*Any discrepancies arising between PacMtn policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy and or procedures not meet minimum federal and state policy.*

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## **References**

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Workforce Innovation and Opportunity Act of 2014

WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016

WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016

Training and Employment Guidance Letter (TEGL) 19-16 and 10-16 Change 1

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