



## **TRANSITIONAL JOBS FOR ADULTS AND DISLOCATED WORKERS**

EDD Revision Date: N/A  
WDB Review Date: 5/4/16, 12/15/16; 8/23/18, 10/18/18

### **EXECUTIVE SUMMARY**

#### **PURPOSE:**

This document establishes the Workforce Development Board of Madera County's policy on Transitional Jobs for WIOA-eligible Adults and Dislocated Workers.

#### **REFERENCES:**

- WIOA Section 134(d)(5)
- 20 CFR Subpart A Sections 680.140, 680.190, 680.830, and 680.840

#### **POLICY:**

The Workforce Innovation and Opportunity Act and the Final Regulations published in the Code of Federal Regulations permit the use of Transitional Jobs as a training activity for eligible Adults and Dislocated Workers. Not more than 10% of the combined allotment for Adult and Dislocated Worker services will be used to provide Transitional Job activities.

It is the policy of the Workforce Development Board of Madera County to allow the provision of the Transitional Job activity to eligible adults, dislocated workers, and participants in special grants or projects who:

1. Are individuals with barriers to employment; and
2. Are chronically unemployed or have an inconsistent work history.

In general, a transitional job is a planned, structured, subsidized work-based learning activity that takes place in a workplace for a limited period of time. A transitional job worksite may be in the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience placement where an employer/employee relationship, as defined by the Fair Labor Standards Act, exists.

For the purposes of implementation in Madera County, the following provisions will apply:

A Transitional Job may be provided, where determined as appropriate through the Individual Employment Plan development process, for eligible Adult, Dislocated Worker, and special project participants for whom the following conditions exist:

- the individual has documented barriers to employment;
- the individual is chronically unemployed or has had little or no work history in the 12 months prior to program participation; and
- the individual is otherwise eligible for WIOA training services and is in need of this service to assist them in preparing for participation in another appropriate training service or activity or to successfully obtain and retain unsubsidized employment.

The transitional job activity is intended to assist eligible individuals to establish a recent work history, demonstrate work success, and to develop the skills that lead to entry into and retention in unsubsidized employment.

Transitional job activities must be provided concurrently or consecutively with comprehensive career services and supportive services.

Transitional jobs may be provided concurrently or consecutively with other appropriate career or training services and will generally not exceed 20 hours per week and a total of 320 hours in duration. This activity requires the development of a training plan which will be included in the worksite agreement between the program operator and the transitional job site. Regular time sheets and evaluations of participant progress are required no less frequently than twice per month throughout the duration of the activity.

Exceptions to the scheduled hours per week and maximum activity hours may be made at the discretion of the Executive Director on a case-by-case basis. However, the maximum hours per week will not exceed 30 and the total duration of the activity will not exceed 480 hours.

**ACTION:**

This policy is effective on the date approved by the Workforce Development Board of Madera County. Retain this policy until further notice.

**INQUIRIES:**

If you have questions, contact the Executive Director or designee at (559) 662-4500.