



Administrative Policy#1001 Transitional Jobs

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I. Purpose

The purpose of this policy is to articulate how Transitional Jobs (TJ) training funds are to be administered under the Workforce Innovation and Opportunity Act (WIOA) or other funding sources in the West Central Workforce Development Area (WDA). TJ are one of the training services available to eligible job seekers in Lawrence and Mercer Counties. TJs are designed to connect individuals with chronic unemployment or an inconsistent work history with opportunities to build workplace skill sets and establish a work history for their resumes.

II. Background

The Local Workforce Development Board (LWDB) is permitted to utilize up to 10% of allocated funds to provide TJs that:

- a. Are time-limited work experiences that 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 establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

III. Definitions

The term individual with a “**barrier to employment**” means a member of one or more of the following populations:

- a. Displaced homemakers
- b. Low-income individuals
- c. Indians, Alaska Natives, and Native Hawaiians
- d. Individuals with disabilities, including youth who are individuals with disabilities
- e. Older individuals, i.e. those aged 55 or older
- f. Ex-offenders
- g. Homeless individuals
- h. Youth who are in or have aged out of the foster care system
- i. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- j. Eligible migrant and seasonal farmworkers
- k. Single parents (including single pregnant women)
- l. Long-term unemployed individuals
- m. Recipients of public assistance

Individuals with “**chronic unemployment**” or an “**inconsistent work history**” are those who:

- 1) Have been unemployed for 13 weeks or longer;

- 2) Were unemployed 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.

Host sites are defined as a non-profit or for-profit organization, government organization, or educational institution which provides a TJ placement. Host sites must provide day-to-day supervision of the TJ participant while on site.

The term “**Transitional Job**” (TJ) means paid work experience that:

- a. Is time limited and wages are subsidized;
- b. Is in the public, private, or nonprofit sector;
- c. Is provided to individuals with barriers to employment who are chronically unemployed or have an inconsistent work history;
- d. Is combined with comprehensive employment and supportive services; and
- e. Is designed to help participants establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

Participant Eligibility Requirements

For an individual to qualify for TJ under the WIOA guidelines, he/she will:

- 1) Have enrolled with PA CareerLink® Lawrence or Mercer County WIOA Adult or Dislocated Worker programs or other funded programs such as EARN or TANF youth.
- 2) Have completed an initial assessment and have been determined to be an individual with a barrier to employment and a history of chronic unemployment or an inconsistent work history. Assessment tools must be approved in advance by WCJP’s Administrative Division. Supporting documentation proving eligibility is required; additional information can be found in WCJP’s Eligibility policy.
- 3) Be currently unemployed.
- 4) Have an active job search of a minimum of five (5) jobs for which the individual met the qualifications listed and applied to the job order in CWDS; OR can document five (5) job applications outside CWDS within the prior three (3) month period.

Employer Eligibility Requirements

Employers able to participate as a TJ placement site include: private-for-profit businesses, private non-profit organizations, and public-sector employers. An employer will **NOT** be eligible to participate as a WIOA (or other funding source) TJ placement site if:

- 1) The employer has any other individual on layoff from the same or substantially equivalent position.
- 2) The TJ would infringe upon the promotion of or displacement of any currently employed worker or cause a reduction in their hours.
- 3) The same or a substantially equivalent position is open due to a hiring freeze.
- 4) The employer is a private for-profit employment agency, i.e. temporary employment agency, employee leasing firm or staffing agency.

IV. Policy

General TJ Requirements

- 1) TJ must be combined with comprehensive career services and supportive services.
- 2) TJ placements should contribute to the occupational development and upward mobility of the participant.
- 3) Per WIOA regulations (20 CFR 683.200(g)), “no individual may be placed in an employment activity if a member of that person’s immediate family is directly supervised by or directly supervises that individual.” For the purpose of this policy, the term “immediate family” includes a spouse, child, son-in-law, daughter in-law, parent/guardian, mother-in-law, father-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild.

TJ Length

TJ must be time limited (no more than 6 months and preferably 8 to 12 weeks) and require at least fifteen (15) but not more than twenty-eight (28) hours of work per week, unless special funding permits more hours, i.e. WIOA Statewide Set-Aside Funding for the State/Local Internship Program (SLIP), etc., or approved in writing by the Administrative Division.

TJ Funding Levels

All TJ placements must pay at least the minimum wage. WCJP TJ funds may be used to pay up to \$10.15/hour of wages earned by a participant. Providers are encouraged to develop TJ placements that pay a family sustaining wage and leverage additional funding to offset this cost.

The total cost per participant for a TJ will be determined through a procurement process and will be set contractually. Per participant cost levels will take into consideration both participant wages and supportive services.

TJ Provider Requirements

With assistance from PA CareerLink® Lawrence or Mercer County staff, participating employers must guarantee that:

- 1) Employees who have financial responsibilities related to the receipt and disbursement of funding under the Agreement shall be covered by fidelity bonding.
- 2) The training to be provided will be in accordance with WIOA 181(a)(1)(A) and 683.275 for wage and labor standards. Worker protection requirements are set forth in WIOA Sections 181(a) (1) (A) and (B), (b) (2), (3), (4) and (5) and 188.
- 3) The host site and provider agree to cooperate with monitoring efforts as required by WIOA (or other funding source) legislation and adhere to all other applicable local, state and federal rules and regulations.
- 4) Funds are not used to directly or indirectly assist, promote or deter union organizing.
- 5) The employer agrees to respond to WCJP and/or PA CareerLink® Lawrence or Mercer County staff requests for wage and retention information of participants.
- 6) There is no expectation that the employer providing the TJ placement will hire the participant in a regular staff position.
- 7) If the participating 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., TJ placements may not be granted to the employer(s) until after 120 days have passed since the relocation.

V. Roles and Responsibilities

WCJP's Administrative Division

- 1) WCJP's Administrative Division will notify the Title I Career Service Provider of the amount of TJ funds are available by funding source (WIOA Adult, Dislocated Worker and Youth programs and any other funding streams such as TANF youth, EARN, etc.).
- 2) WCJP's Administrative Division will act as the employer of record and provide payroll services to participants properly enrolled in CWDS TJ activities.
- 3) WCJP's Administrative Division will periodically monitor TJs expenditures to assure that expenditures do not exceed the 10% limit for each funding title allocation (Adult, Dislocated Worker).

Title I Career Service Provider

- 1) Negotiate and execute TJ contracts with eligible host sites for participants determined eligible to receive TJ services.
- 2) Forward executed TJ contracts and participant employment paperwork to WCJP's Administrative Division.
- 3) Provide TJ host sites with all appropriate employment posters and time cards for participants
- 4) Track the TJ funds as contracts are requested and executed to assure that the TJ totals allotted by WCJP Administrative Division are not exceeded.
- 5) Collect participant time cards and submit to WCJP's Administrative Division in a timely manner for paychecks to be processed.