

TENCO WORKFORCE DEVELOPMENT BOARD
WIOA
TRANSITIONAL JOBS

INTRODUCTION

Transitional Jobs is defined as a time-limited work-based learning experience that provides the customer with subsidized wages under the authorization of the Workforce Innovation and Opportunity Act. Transitional jobs are available only for **eligible adults/dislocated workers with barriers to employment *and* who are chronically unemployed or have an inconsistent work history (see definition below)**. Transitional Jobs are designed to enable an individual to establish a work history, demonstrate work success, and develop skills that lead to unsubsidized employment. While job retention is the goal, there is no requirement that the individual be retained in their transitional job after the experience is over. Under WIOA, local boards may use up to 10% of the Adult and Dislocated Worker funds to provide transitional jobs to individuals. Transitional Jobs may be offered to eligible WIOA adults and/or dislocated workers over the age of eighteen who are not attending secondary school.

DEFINITION OF TERMS

- Barriers to Employment: Individual who meets eligibility requirements for the TENCO WIOA Adult and/or Dislocated Worker program and is facing one or more of the following obstacles:

English Language Learners

Individuals on KTAP

Homeless

Disabled

Individuals re-entering the workforce who are or have been incarcerated

Individuals in recovery

Older Workers (55 + Title V)

Individuals without a GED or high school diploma

Individuals who have aged out of foster care

- Chronically Unemployed: An individual who has not been employed for 27 or more consecutive weeks.
- Inconsistent Work History: An individual who has not held a full-time unsubsidized job for more than 13 consecutive weeks during the past year OR an individual who has had three or more unsubsidized jobs during the past year.
- Immediate Family: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandparent or grandchild.

It is not the intent to utilize WIOA funds to provide transitional jobs for individuals in training programs that have internships/clinical experiences built into their program of study. Nor is it the intent to utilize WIOA funds to provide transitional jobs if those opportunities exist through other programs in which the customer participates.

ELIGIBILITY:

Individuals seeking Transitional Employment through WIOA funding must meet eligibility guidelines, as applicable for the category of funds being utilized (A or DW). All WIOA documents must be completed: Waiver, Grievance, and WIOA - 1. Individuals must have completed an assessment (interest, educational background, employment history, strengths, and obstacles) and be determined in need of transitional employment to participate in the program.

Transitional Employment opportunities may take place at private, public, and non-profit employers. TENCO sectors are not required to be utilized for placement due to the learning experience associated with Transitional Employment. Individuals may not be placed in worksites where he/she will be supervised by an immediate family member.

GENERAL:

Individuals must follow policies of the Workforce Development Board.

This is not an entitlement program. The assessment conducted must indicate the Transitional Jobs program would benefit the person in reaching his/her employment goal; the individual can be successful in the transitional job; and that barriers to successful completion of the transitional employment have been alleviated.

Transitional employment may not be the final destination for the customer' s served. It is designed to develop a positive work history, gain essential work skills, build self-confidence and employment awareness, while supporting the business need in the local area.

TRANSITIONAL JOBS PARAMETERS

- a) The duration of the transitional employment cannot exceed 520 hours. Customers cannot work more than 40 hours per week.
- b) Pay rate will be based on the prevailing wage for the position.
- c) Transitional jobs must be combined with career services including essential work skills, case management and referrals to partner agencies. Essential work skills may be provided by a partner program.
- d) Support services such as mileage, work-related supplies, and/or childcare are allowable and should be utilized when necessary to ensure success in transitional employment. Support services are only available to individuals enrolled in transitional employment when necessary and other resources are unavailable.
- e) Transitional Jobs are considered an **Individualized Career Service** for adults and dislocated workers.
- f) An assessment and WIOA eligibility must be conducted prior to placement in a transitional job.
- g) Staff must document the justification for transitional employment in the applicable case management database.
- h) Individuals in Transitional Employment will be in the local area' s performance.
- i) Transitional jobs must provide at least a 20-hour work week for participants. .
- j) The employer of record will be the actual worksite and/or a temporary agency utilized to place individuals in short-term employment opportunities. The entity that is identified as the employer of record shall be reimbursed for wages paid to TENCO Workforce Development Board participants following the guidelines above. Reimbursement will be 100% of the gross wages paid for the participant while in

work-based learning. Temporary agencies are entitled to 100% of wages and oversight costs established through a pre-approved agreement.

WORK SITE

The worksite will ensure that the participant's hours of work are recorded and easily submitted to the TENCO Workforce Development Board staff. The TENCO Workforce Development Board will not pay for any overtime hours worked by the participant. Overtime hours are at the cost of the employer. Reimbursement to the business shall only be paid for the documented hours worked and paid during the transitional job period.

Transitional Jobs Agreement: The TENCO WDB requires a written signed agreement between the Board and the worksite prior to the participant starting work.

- 1) Name and contact for the Worksite
- 2) Name and contact for the participant
- 3) Participation period
- 4) Rate of Pay
- 5) Maximum hours allowable
- 6) Position title
- 7) Workforce Innovation and Opportunity Act guidelines
- 8) Job description/responsibilities
- 9) Assurances
- 10) Signatures of all parties involved

An evaluation (provided by Buffalo Trace Area Development District) must be completed by the employer each month and submitted to Buffalo Trace Area Development District staff or their designee. The evaluation will be specific to items the participant is to learn during the work-based learning experience. This will be utilized to show skill progression for measurable skill performance.

BUSINESS ELIGIBILITY

Transitional employment must be for a position that pays an entry level wage of \$7.25 per hour or higher. This is a cost reimbursement program. All businesses will be required to

submit a monthly invoice which shall include documentation of hours worked, payments made to the participant, and an evaluation of work..

Transitional jobs may be in private and/or public businesses/organizations. Transitional Jobs shall not be approved for the following: swimming pools, golf courses, gambling establishments, political activities, or in the construction, operation, or maintenance of a facility used for religious instruction or worship.

The business cannot be in layoff status. No current employees can be displaced, fully or partially, because of the Transitional Jobs Program. Businesses must have a stable location, as defined as being in their current location for 120 or more days. The worksite may not employ someone through transitional jobs to fill positions affected by a layoff from the same or any substantially equivalent job. Businesses must meet and agree to all assurances regarding non-discrimination and safety standards. Placements cannot infringe on the promotional opportunities of currently employed workers at the date of participation.

MONITORING

WIOA program staff must ensure regular and on-going monitoring and oversight of the Transitional Jobs program. Monitoring may include on-site visits as well as off-site communication with the employer and/or participant.

Businesses will be monitored to ensure they meet labor laws and follow the Transitional Jobs Agreement. Any deviations from the Agreement should be dealt with promptly. Termination of the worksite may be executed immediately upon a written notification for illegal and/or non-compliance concerns.

MAINTENANCE OF RECORDS

Records shall be maintained in the same manner as all WIOA programs. The state approved case management database shall be used to document eligibility, assessment, IEP, referrals, case management, services, activities, goals, and outcomes.

ASSESSMENTS:

All applicants will complete a basic assessment to determine past work history, educational experience, interests, goals, strengths, and obstacles. This will be recorded in the applicable case management system. Assessments shall include an interview with a Career Counselor and may include Interest Inventories, Job Search, Career Edge modules and other assessments determined applicable by the Career Counselor. Information may be shared among partner agencies when it is in the best interest of the customer and assists them in meeting their goals.

ELIGIBILITY and ENROLLMENT APPROVAL:

Approval for eligibility and enrollment will be completed following the current WIOA A/DW process.

PROCEDURE:

The following is the procedure for the Transitional Jobs program.

- 1) Participant may be referred by other agencies, entities, businesses, or apply based upon awareness of services available.
- 2) Participant completes the assessment and eligibility phase.
- 3) Participant is enrolled in KEE Suite.
- 4) Career Counselors and Business Service Coordinator works closely to assist in employment and/or partner referrals.
- 5) The participant participates in essential skills training which at a minimum includes information on presenting self, interviewing skills, problem-solving, and communication.
- 6) The Business Service Coordinator contacts the business to ensure the business meets the criteria for the program and is interested in participating.
- 7) The Business should be given an orientation of the program, including expectations and responsibilities of the worksite.
- 8) Provide the business an opportunity to meet the customer and conduct an interview, do background checks, etc., if desired.
- 9) If a temporary placement agency is utilized as the employer of record, the participant is referred to the temporary agency for enrollment.
- 10) Notify the participant of the official start date, specifics regarding the job/place of business, and remind them of their obligations.

- 11) The Business Service Coordinator will ensure the business has signed the Worksite Agreement. The Training Plan should outline the skills that the participant will learn during the placement.
- 12) Upload the Training Plan and Worksite Agreement into KEE Suite.
- 13) The Employer of Record will invoice BTADD once per month with the following documents included:
 - the customer's timesheet/record of hours worked,
 - paystub or other document verifying wage, hours worked, fringe, gross and net pay
 - documentation of oversight costs (Temp Agency)
 - evaluation of work
- 14) The Career Counselor will case manage the participant monthly (at a minimum) and include a case management note in KEE Suite. This will require contact with the participant and/or with the business.
- 15) The Business Service Coordinator and/or Career Counselor will assist the participant in finding unsubsidized employment prior to completion from WIOA.
- 16) Complete the participant from KEE Suite once a successful outcome has been accomplished.
- 17) Completion and Follow-up will utilize the same procedures in place for other WIOA programs.

OUTCOMES:

Customers are included in WIOA performance measures as appropriate for the funding stream in which they are enrolled. Performance measures includes Employment 2nd and 4th quarter, wages, and measurable skill gains.

OTHER BUSINESS SERVICES:

The following outlines additional responsibilities for the Business Service Coordinator:

- 1) Maintain a list of sites utilized, contact information, and outcomes. Enter the business services into the KIBES data base.
- 2) Inform the business when the participant is close to completing his/her hours.
- 3) Send a closure letter to the business and request they complete the Customer Service Survey.

Administrative Staff responsibilities:

- 1) Have a file on each customer and/or worksite/contract with the following documentation:
 - A. Original Worksite Agreement.
 - B. Original Training Plan for each customer.
 - C. Timesheets.
 - D. Verification of payment/copy of checks
 - E. Monthly Skills Assessments
 - F. Documentation for supportive services (if applicable)
- 2) Assign appropriate Vendor Numbers to the Employer of Record.
- 3) Maintain spreadsheet that identifies the participant' s name and WC#, worksite, the start date from transitional employment, the approved hours, the end date of the agreement, hours worked, and balance of hours.
- 4) Keep track of funding availability for Transitional Jobs.

WIOA Regulations: 680.190; 680.195