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Transitional Jobs Policy

Transitional Jobs is one type of work experience listed in the current OWD Issuance. The Southeast Workforce Development Board uses the current OWD Issuance as Guidance and Policy for local implementation of Transitional Jobs. Transitional Jobs do not apply to the WIOA Youth Program; however, the WIOA Youth Program can utilize Work Experiences, as appropriate, and as outlined through federal, state, and local policy.

Southeast Workforce Development Board WIOA Program Case Managers and Program Managers should develop and place Adult and Dislocated Worker participants in Work Experiences that give participants the ability to learn and apply in-demand skills.

- WIOA Adult and Dislocated Worker's work experience activity is a contractual exchange between the service provider, employer, and participant. It is not designed to replace an existing employee or position.
- The WIOA Adults and Dislocated Workers Work Experiences are designed to help individuals establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.
- Work Experience can be used as a valuable tool to engage employers and to support job seekers in overcoming barriers to employment.
- This Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Services support individuals to overcome barriers to employment because of chronic unemployment or inconsistent work history leading to unsubsidized employment.
- The Southeast Workforce Development Board will use appropriate employers and will accept Work Experiences that are paid or unpaid, and take place in the private sector, non-profit sector, or public sector that can provide quality work-based learning that will lead to unsubsidized employment. Employers must be in good standing, meet the qualifications, and be an appropriate fit for the participate based on the industry.

Participant Eligibility

All Adults and Dislocated Worker participants must meet program eligibility requirements, be enrolled into the respective WIOA program, and have received an assessment resulting in the development of an Employment Plan (EP) that documents the participant's need for and benefit from a Work Experience. Participants who have received funding through an ITA, cohort or other WIOA funded training are also eligible for Work Experience pending Local Program Management Approval and justification on the need for this additional service.

Types of Work Experiences

There are various types of Work Experiences including Regular Work Experiences, Internships, and Transitional Jobs outlined in the Missouri State Policy.

- Regular Work Experiences are planned, structured learning experiences that take place in a workplace for a limited amount of time. These type of Work Experiences for Adults and Dislocated Workers must be related to the participant's chosen career pathway as outlined in the Participants Employment Plan.

- Internships are planned, structured learning experiences that take place in a workplace for a limited amount of time. Internships must be directly in-line with the participant’s long-term career pathway goal as outlined in the Employment Plan.
- Transitional Jobs is a work-based learning activity that provides a time-limited work experience, wages-paid and subsidized, in the public, private, or non-profit sectors that can provide quality experiences through which individuals can achieve unsubsidized employment. Transitional Jobs serve individuals with barriers to employment because of chronic unemployment or inconsistent work history, as determined by the Southeast Workforce Development Board. These jobs are designed to enable an individual to establish a work history, to demonstrate work success in an employee–employer relationship, and to develop skills that lead to unsubsidized employment.

Southeast Workforce Development Transitional Jobs Policy Details

- Transitional Job Activities will be a paid activity so the Program Participant(s) have the ability to earn a paycheck while learning workplace skills, and receive mentoring and support that addresses barriers to employment retention while participating in the activity.
- Unlike On-the-Job Training (OJT), there is no assumption that the individual will be retained in the transitional job after the experience is completed; however, retention, where appropriate, is preferred for the benefit of the worker and the employer.
- Transitional Jobs programs must have, at a minimum, three components:
 - Paid Work Experience of a fixed duration (e.g., three days per week or maximum hours); please see Maximum Hours and Pay Details Section Below for More Information on the hours and Pay for the Transitional Jobs Activity.
 - Career and Individualized Career Services (e.g., soft skills) documented through activities and case notes in the MoJobs Case Management System; and
 - Supportive Services (e.g., employment-focused; retention support). Supportive Services for Transitional Job Participants will follow the rules and guidance listed in the Local Southeast Workforce Development Board Supportive Service Policy. Not all participants are entitled to Supportive Services nor will all participants require Supportive Services. Supportive Services must be necessary to enable an individual to participate in the activity, requested before the cost is incurred, approved by Program Management, and depends on the funds available within the current budget.
- The Southeast Workforce Development Board may use up to 10 percent of their combined Adult and Dislocated Worker allocations for transitional jobs.
- The Southeast Workforce Development Board will be the Employer of Record for Transitional Job Participants and will pay 100% of the Participants wage during the contracted Transitional Jobs period of time. The Southeast Workforce Development Board will abide by the guidelines under the Employer Record Requirements and the Worksite Employer Eligibility Requirements listed in OWD Issuance 02-2020.
- The Southeast Workforce Development Board will use locally approved Work Experience Forms, Agreements, Training Plans, and Timesheets. The following must be completed and documented prior to the start date of the work experience;
 - Comprehensive Assessment identifying the need and ability for a successful completion
 - Employment Plan (Goals must align the need for Transitional Job Activity)
 - Worksite Agreement
 - Detailed Training Plan
 - Time cards/sheets; and
 - Case notes

Maximum Hours and Pay for Transitional Jobs

- Work Experiences, including Transitional Jobs, for Adults and Dislocated Workers is allowable for up to 300 hours. The following should be considered when determining the amount of hours necessary:
 - The duration that participant will need to acquire the skill or knowledge,
 - Objectives of the work experience,
 - the quality and benefit of the employer work activity, and
 - The budget of the service provider.
- Upon completion of those 300 hours, the Work Experience can be extended for an additional 240 hours, pending Program Management approval and provided the following conditions are considered and met :
 - Training plan with a justification for the additional hours,
 - Updated Participant Employment Plan, and
 - A statement from the worksite Employer confirming there is a need for additional hours. This can be a verbal statement documented through MoJobs Case Management System Case Notes or a written statement that is placed in the Participants file. This statement whether written or case noted should clearly state who provided the statement, the date, and why the employer feels the additional hours are necessary.
- Participants enrolled in a paid work experience shall be compensated an hourly wage at not less than the State or local minimum wage, The Southeast Workforce Development Board pays the same hourly wage for all Work Experiences, regardless of the type. Participants shall be paid only for the hours worked during the work experience and should be documented on the participant's work experience time sheet. Work Experience participants are not authorized to work overtime, paid sick leave, vacation, and holiday.

Local Performance

All of the work experience services are considered career level services and, therefore, do not result in Measurable Skill Gains or Credentials under WIOA Local Performance. Even though the transitional job service is a 300-level service, the Training Employment Guidance Letter (TEGL) 19-16 updated the service to be a career level service only; however, the service code remained the same within the case management system. This information can be found in the current OWD Issuance on WIOA Adult and Dislocated Worker Work Experience FAQ.