|  |  |
| --- | --- |
| Policy No.  | **19** |
| Effective Date | 5/23/2019 |
| Approval  | GNWDB  |

**Transitional Jobs**

**Reference**

Workforce Innovation and Opportunity Act (WIOA) 134; 20 CFR §§ 680.180-680.195; TEGL 19-16, Nebraska Department of Labor (NDOL) Work-based Training Policy.

**Policy**

**Background**

The Workforce Innovation and Opportunity Act (WIOA) allows local boards to provide transitional jobs, defined as time-limited work experiences that are wage-paid and subsidized, and are in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history, as determined by the board.

Transitional jobs must be combined with comprehensive career services and supportive services. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.

There is no requirement that the employer retain the individual upon completion of the transitional job; however, retention is preferred for the benefit of the worker and employer when appropriate.

**Funds**

The local area may use up to 10 percent of their combined total of adult and dislocated worker allocations.

Example: If a local area receives $1.5 million in adult funds and $1.0 million in dislocated worker funds, the local board may use up to $250,000 for transitional jobs.

**Participant Eligibility**

In addition to meeting general eligibility requirements for the WIOA program and being unemployed at the date of application to the WIOA program, the participant must also have one or more barriers to employment and be chronically unemployed or have an inconsistent work history. These eligibility requirements must be documented in the participant file.

**Barriers to Employment**

For participant eligibility for transitional job activities, participants must meet one or more of the following barriers:

1. Ex-offender
2. Homeless individual
3. English language learner
4. Displaced homemaker

**Chronically Unemployed / Inconsistent Work History**

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

1. Have been unemployed for 24 weeks or longer prior to application
2. Were unemployed at least 26 of the 52 weeks prior to application
3. Have held four or more jobs in the 12 months prior to application and are currently unemployed; or
4. Are on parole or probation, or have been released from prison/jail within the 12 months prior to application

**Eligible Employers**

Eligible employers can be from the public, private, or non-profit sectors. As transitional jobs are structured to help participants achieve success in the workplace and develop skills needed to obtain and retain unsubsidized employment, the employer must be able to provide supervision and appropriate feedback to the participant at regular intervals during the course of the activity and be willing to participate in the required monthly monitoring conducted by the Career Planner.

An employer will be ineligible if they meet one or more of the following:

1. The employer has recently laid off an individual of the same or equivalent position.
2. The transitional job placement would infringe upon the promotion of or displacement of any currently employed worker or lead to a reduction in their hours.
3. The employer is a private for-profit employment agency including but not limited to temporary employment agencies, employee leasing firms or staffing agencies.

Future transitional job requests from employers will be denied if the requirements set forth in previous worksite agreements were not honored.

**Transitional Job Components**

Transitional jobs at a minimum must include the following components:

1. Paid work experience of a fixed duration
2. Individualized career services
	1. At least one must be provided prior to or during the transitional job. (Examples include, but are not limited to: group and/or individual counseling, short-term prevocational services including soft skills training, workforce preparation activities, financial literacy activities, English language acquisition, etc.)
3. Supportive services
	1. At least one must be provided during the transitional job. (Examples include, but are not limited to: linkages to community services, assistance with child care, housing or transportation, assistance with education testing, referrals to health care). See Supportive Services policy for an all-inclusive list.

**Length & Wage Limits**

Transitional jobs are time limited to no more than 500 hours. Participants can work up to 40 hours or less a week. The participant may be placed with more than one employer during the transitional job activity, but the total number of hours for all worksites may not exceed 500 hours or 26 weeks, whichever comes first.

GN WIOA will pay 100% of the participant’s wages. Wages are set at the Nebraska minimum wage ($9/hr at the effective date of this policy).

The maximum cost to be paid per participant for the work experience component of the transitional job is $4,500. The supportive service maximum cost to be paid per participant is $4,000 and must be based off of participant need.

**Documentation/ Monitoring**

The participant need, eligibility, and all three components of the transitional job must be documented in a case note and the IEP. An NEworks activity must also be opened. Transitional jobs are exempt from the WIOA Eligible Training Provider and Individual Training Account requirements.

A signed Eligibility Summary for Transitional Jobs Activities is required in the participant file prior to opening the activity.

A signed worksite agreement between the service provider and a qualified employer is required in the participant file prior to the start of work.

Monitoring will be completed at least once a month, in person or via phone or email, and must be documented in a case note and IEP. The monitoring should include an evaluation of soft skills and occupational skills.

**Disclaimer**

This policy is based on Greater Nebraska’s reading of the applicable statutes, regulations, rules and guidance released by the U.S. Government and the State of Nebraska. This policy is subject to change as revised or additional statutes, regulations, rules and guidance are issued.