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200 New River Town Center  
Beckley, WV 25801

## **Region 1 Workforce Development Board Policy Letter # 09**

**Subject: Transitional Jobs**

**Effective Date: January 1, 2017**

**REFERENCE(S):** Workforce Innovation and Opportunity Act of 2014 (WIOA) section 134(d)(5); Proposed 20 CFR §680.830, §680.840, §680.900, §680.150

**PURPOSE:** To establish policy for implementation of Transitional Jobs (WIOA Section 134(d)(5)).

**BACKGROUND:** A transitional job is one that provides a limited work experience, that is subsidized in the public, private, or non-profit sectors for those individuals with barriers to employment because of chronic unemployment or inconsistent work history; these jobs are designed to enable an individual to establish a work history, demonstrate work success, and develop the skills that lead to unsubsidized employment.

The local Workforce Development Boards may use up to 10 percent of their combined total of adult and dislocated worker allotments for transitional jobs. Transitional jobs must be combined with comprehensive career services (§680.150) and supportive services (§680.900).

**ACTION:** Transitional jobs is an employment strategy that seeks to overcome employment barriers and transition people with labor market barriers into work using wage-paid, short-term employment that combines real work, skill development and supportive services. Transitional Jobs program participants earn a paycheck, learn skills, may become eligible for the Earned Income Tax Credit, and receive intensive mentoring and support.

The R1 WDB will work with employers in the public, private, or non-profit sectors who are willing to provide subsidized limited work experience to individuals who meet WIOA eligibility guidelines and who have barriers to employment because of chronic unemployment or inconsistent work history. These jobs will be designed to enable an individual to establish a work history, demonstrate work success, and develop the skills that lead to unsubsidized employment. (WIOA sec. 134 (d)(4))

Classroom training, i.e., soft skills, occupational skills, etc. is a critical component of Transitional Jobs (TJ) and will be utilized in conjunction with paid work experiences. The Adult Education program in the local area specializes in the development and delivery of this type of pre-employment training. As one of the WIOA core partners, the referral process to Adult Education is in place and is a natural step in career pathways development.

The local board, in consultation with one-stop partners and other community service providers, will develop a policy on supportive services that ensures resource and service coordination in the local area.

**Approved: February 2, 2017  
February 16, 2017  
February 22, 2017**

**Executive Committee  
Region 1 Workforce Development Board of Directors  
LEO's**