



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

**Subject: Transitional Jobs**

**Effective Date: January 1, 2017 (Revised October 14, 2022)**

**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 re-implementation of Transitional Jobs (WIOA Section 134(d)(5)).

**BACKGROUND:** West Virginia has multiple characteristics that impact the available labor pool for employers located in the state. The following are examples of barriers that limit the ability to find even temporary or part time employment which in turn, serves as a deterrent to individuals seeking or finding long term employment and/or developing a career path.

- West Virginia has a low labor participate rate of 55.2%
- Poverty and lower education levels serve as barriers to employment
- Rural nature of the majority of the state hinders employment opportunities
- Drug/opioid use and related criminal charges/incarceration history
- Indirect impact of drug/opioid use or incarceration of family member(s)
- Targeted population with limited or no work experience
- Targeted population with “job hopping” work history indicating challenges with retaining employment

The Transitional Jobs program will assist with overcoming these barriers. 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).

The goal of the program is to place individuals into work experience opportunities, allowing the participant to develop work skills. In addition, through support services from WorkForce WV, partner and community organizations, the participant will have the resources to identify solutions to other potential barriers to employment, such as financial stability, dependable transportation, and childcare.

**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 R1WDB 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.

**Expiration Date: Effective until rescinded or modified by the Region 1 Workforce Development Board.**

**Approved:**

- Executive Committee – 10.27.22
- Region 1 Workforce Development Board – 11.17.22
- LEO Board - 11.30.22