

**GLOW WORKFORCE DEVELOPMENT BOARD POLICY
UNDER THE WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)**

NAME OF POLICY: Transitional Jobs for Adult/Dislocated Work Experience

APPROVAL DATE: March 8, 2016

EFFECTIVE DATE: March 8, 2016

BACKGROUND: Training services can be critical to the employment success of individuals. In addition to classroom training WIOA provides a variety of Work Based Training options to assist individuals in securing unsubsidized employment. One of those work-based options is Transitional Jobs.

Transitional Jobs are time-limited work experiences that are subsidized and are in the public, private or nonprofit sectors. They are targeted to individuals who possess significant barriers to employment including those who are chronically unemployed, have an inconsistent work history, are disabled or are English language learners and basic skills deficient.

The goal of Transitional Jobs is to establish a work history for the individual to demonstrate success in the workplace and to develop skills that leads to their entry and retention in unsubsidized employment.

POLICY: Individuals determined to benefit for the Transitional Jobs Program will:

- 1) Be determined eligible in accordance with the GLOW Priority of Service guidelines. In addition to the priority of service, additional barriers will be documented including chronic unemployment, inconsistent work history, disabilities, English language learners and those who are basic skills deficient.
- 2) Career Center staff through interview, evaluation, comprehensive assessments, and career planning will determine the appropriateness of this activity for the individual struggling to secure stable employment.
- 3) Career Center staff will coordinate with local employers to develop short-time work experience placements.
- 4) Employers will provide a detailed job description for the work activity that the individual will participate in and written agreements will be completed between the Career Center and the employer.
- 5) Transitional Jobs activities will be limited to 160 hours. Rates of pay will not exceed wage rate for similarly employed workers or workers with the same job title at the business.
- 6) A maximum of 10% of the combined DLW and Adult Funds can be spent on transitional jobs training.
- 7) Supportive services will be available as defined in the GLOW Supportive Services Policy.