

Policy Name.	Transitional Jobs Policy
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Owner	Workforce Manager
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Policy:

The purpose of this policy is to connect individuals who exhibit chronic unemployment or an inconsistent work history with opportunities to build workplace skills and job history. Transitional 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 term “**Transitional Job**” [WIOA Section 134(d)(5)] means paid work experience that:

- Is time-limited and subsidized
- Is in the public, private, or nonprofit sector
- Is provided to individuals with barriers to employment * who are chronically unemployed** or have an inconsistent work history **
- Is combined with comprehensive employment and supportive services

*The term individual with a “**barrier to employment**” means a member of one or more of the following populations [WIOA Section 3 (24)]:

- Displaced homemakers
- Low-income individuals
- Indians, Alaska Natives, and Native Hawaiians
- Individuals with disabilities, including youth who are individuals with disabilities
- Older individuals (i.e. those aged 55 or older)
- Ex-offenders
- Homeless individuals
- Youth who are in or have aged out of the foster care system
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Single parents (including single pregnant women)
- Long-term unemployed individuals
- Recipients of public assistance

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

- Has been unemployed for at least 26 weeks;
- Have held two or more jobs in the past 52 weeks and are currently unemployed; or
- Has sporadic or problematic work histories within the last two or more years prior to engaging in the program based on things such as the number of jobs the individual has held within the past two years, the types of prior employment history (contract, temporary, permanent, etc.), the reason(s) for leaving the job, the type of jobs held compared to skills and education.

Transitional Jobs Requirements

- Transitional jobs must be combined with comprehensive career services and supportive services. Supportive services will be provided per CNY Works Supportive Services Policy for those not in ITA training.
- Transitional job placements should contribute to the occupational development and upward mobility of the participant.
- Per WIOA regulations 20 CFR 683.200(g), “no individual may be placed in an employment activity if a member of that person’s immediate family is directly supervised by or directly supervises that individual.” For the purpose of this policy the term “immediate family” includes a spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild.

Transitional Job Length

Transitional jobs must be time limited (no more than 6 months and preferably 8 to 12 weeks) and require at least fifteen (15) but not more than twenty-eight (28) hours of work per week.

Transitional Job Funding Levels

All transitional job placements will be paid at least the New York State minimum wage. CNY Works, Inc. will be the employer of record for all participants. Approved weekly time sheets will be required from the work site to ensure payroll is prepared properly. CNY Works may use up to 10% of its combined total of WIOA Adult and Dislocated Worker funds to provide transitional jobs.

Work Site Eligibility

Employers eligible to participate as a transitional jobs work site include private for-profit businesses, private nonprofit organizations, and public sector employers. Employers wishing to host a participant as a work site must provide a detailed job description and clearly define workplace expectations. Employers will be required to enter into a Work Site Agreement and meet all requirements therein before a participant is placed at the work site.

The Executive Director or his/her designee has authority to make exceptions to the policy but must report such actions, along with the rationale used to make the exception to the Program Committee.

Procedure:

Participant Eligibility and Procedure

For an individual to qualify for a transitional job under the WIOA guidelines, the Workforce Advisor will:

- Enroll the customer into the WIOA Adult or Dislocated Worker programs
- Complete an initial assessment and determine customer to be an individual with a barrier to employment **and** a history of chronic unemployment or an inconsistent work history.
- Complete a comprehensive assessment, including skills assessment such as TABE, to determine recommended training(s) and work site placement.
- Develop an IEP in conjunction with the work site job description and workplace requirements, which includes pre-employment job readiness training and any other remedial or pre-employment training (including referrals to other agencies as deemed necessary) in order to move the participant toward employment.
- Prepare a Transitional Job Justification Form (Form TJ-1) outlining the reasons and determine how the job placement will meet the needs of the IEP.
- Prepare a cost summary to include wages as well as necessary supportive services.

Work Site Requirements

With assistance from CNY Works staff, participating work sites must guarantee that:

- The work site will provide supervision and guidance for the participant to maximize success in completing the IEP.
- The work site agrees to cooperate with participant monitoring efforts from CNY Works staff.
- There is no expectation that the employer providing the transitional job work site will hire the participant permanently.
- A work site agreement will be executed prior to the participant doing any work onsite.
- Notify CNY Works immediately of any absences, late arrivals, behavior problems or any other violation of the established work site requirements.
- Provide CNY Works with a written evaluation of performance at least bi-weekly.
- Provide CNY Works with an accurate time sheet on a weekly basis by end of day Friday, signed by both the participant and the supervisor.
- Provide final evaluation at completion of the training period.

Payroll Procedures

- Workforce advisor will create a payroll file with checklist of necessary employment documents and provide to the Special Projects Manager..?? WF Manager?
- Workforce advisor will ensure receipt of time sheets and transmittal to....???