



WIOA TRANSITIONAL JOBS POLICY

Purpose

The purpose of this policy is to articulate how Transitional Jobs (TJ) training funds are to be administered under the Workforce Innovation and Opportunity Act (WIOA). TJ are part of a portfolio of training and employment services available to job seekers in Pittsburgh and Allegheny County. TJ seek to connect individuals with chronic unemployment or an inconsistent work history with opportunities to build work place skills and job history.

Affected Parties

This policy applies to all Pittsburgh/Allegheny County Adult and Dislocated Worker participants who will participate in a TJ.

Pittsburgh/Allegheny County TJ provider staff, PA CareerLink® staff, and Partner4Work staff are responsible for implementing this policy. Requirements for employers participating in a TJ are clearly outlined in this policy.

References

- WIOA Section 134(c) (3)(h)
- WIOA Section 134(d) (1-5)
- 20 CFR 680.150
- 20 CFR 680.530
- 20 CFR 680.830
- 20 CFR 680.840
- 20 CFR 680.850
- 20 CFR 680.900
- Partner4Work Eligibility Policy
- Partner4Work Supportive Services Policy

Definition of Key Terms

The term individual with a “**barrier to employment**” means a member of one or more of the following populations:

- a. Displaced homemakers
- b. Low-income individuals
- c. Indians, Alaska Natives, and Native Hawaiians
- d. Individuals with disabilities, including youth who are individuals with disabilities
- e. Older individuals, i.e. those aged 55 or older
- f. Ex-offenders

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- g. Homeless individuals
- h. Youth who are in or have aged out of the foster care system
- i. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- j. Eligible migrant and seasonal farmworkers
- k. Single parents (including single pregnant women)
- l. Long-term unemployed individuals
- m. Recipients of public assistance

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

- 1) Have been unemployed for 13 weeks or longer;
- 2) Were unemployed at least 26 of the past 52 weeks; or
- 3) Have held three or more jobs in the past 52 weeks and are currently unemployed or underemployed.

Host sites are defined as a for-profit or non-profit organization, government organization, or educational institution which provides a TJ placement. Host sites must provide day-to-day supervision of the TJ participant while on site.

The term **“Transitional Job” (TJ)** means paid work experience that:

- a. Is time limited and subsidized;
- b. Is in the public, private, or nonprofit sector;
- c. Is provided to individuals with barriers to employment who are chronically unemployed or have an inconsistent work history;
- d. Is combined with comprehensive employment and supportive services; and
- e. Is designed to help participants establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

Eligibility Requirements

Participant Eligibility

For an individual to qualify for TJ under the WIOA guidelines, he/she will:

- 1. Have enrolled with PA CareerLink® Pittsburgh/Allegheny County WIOA Adult or Dislocated Worker programs.
- 2. Have completed an initial assessment and have been determined to be an individual with a barrier to employment and a history of chronic unemployment or an inconsistent work history. Assessment tools must be approved in advance by Partner4Work staff. Supporting documentation proving eligibility is required; additional information can be found in Partner4Work’s Eligibility Policy.

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Employer Eligibility

Potentially eligible employers able to participate as a TJ placement site include: private-for-profit businesses, private non-profit organizations, and public sector employers. An employer will NOT be eligible to participate as a WIOA TJ placement site if:

1. The employer has any other individual on layoff from the same or substantially equivalent position.
2. The TJ would infringe upon the promotion of or displacement of any currently employed worker or a reduction in their hours.
3. The same or a substantially equivalent position is open due to a hiring freeze.
4. The employer is a private for-profit employment agency, i.e. temporary employment agency, employee leasing firm or staffing agency.

Policy

General WIOA TJ Requirements

1. TJ must be combined with comprehensive career services and supportive services.
2. TJ placements should contribute to the occupational development and upward mobility of the participant.
3. 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.

WIOA TJ Length

TJ 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 forty (40) hours of work per week.

WIOA TJ Funding Levels

All TJ placements must pay at least the minimum wage (\$7.25/hr. at the effective date of this policy). Partner4Work TJ funds may be used to pay up to \$10.00/hr. of wages earned by a participant. Providers are encouraged to develop TJ placements that pay a self-sustaining wage, as defined by Partner4Work’s Self-Sufficiency Policy, and leverage additional funding to offset this cost.

The total cost per participant for a TJ will be set contractually. Per participant cost levels will take into consideration both participant wages and supportive services.

TJ Provider Requirements

With assistance from PA CareerLink® Pittsburgh/Allegheny County staff, participating employers must guarantee that:

1. Employees who have financial responsibilities related to the receipt and disbursement of funding under the Agreement shall be covered by fidelity bonding.

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2. The training to be provided will be in accordance with WIOA 181(a)(1)(A) and 683.275 for wage and labor standards. Worker protection requirements are set forth in WIOA Sections 181(a) (1) (A) and (B), (b) (2), (3), (4) and (5) and 188.
3. The host site and provider agree to cooperate with monitoring efforts as required by WIOA legislation and adhere to all other applicable local, state, and federal rules and regulations.
4. Funds are not used to directly or indirectly assist, promote, or deter union organizing.
5. The employer agrees to respond to Partner4Work/PA CareerLink® Pittsburgh/Allegheny County staff requests for wage and retention information of participants.
6. There is no expectation that the employer providing the TJ placement will hire the participant permanently.
7. If the participating employer(s) has recently relocated, resulting in the loss of employment of any employee of such business at the original location in the U.S., TJ placements may not be granted to the employer(s) until after 120 days have passed since the relocation.

Policy Exceptions:

Under limited circumstances, Partner4Work may grant exceptions to requirements within this policy. Requests for exceptions may be submitted to policy@partner4work.org. Requests should include the following:

- The specific policy requirement for which an exception is being requested;
- A clear summary of the exception being requested and the reason for the exception; and
- For WIOA programs, the Participant ID of the participant(s) for which an exception is being requested. For non-WIOA programs, the full name of the participant(s) for which an exception is being requested; or
- The name and FEIN of the business customer for which an exception is being requested.

Exception requests will be reviewed based on their allowability under WIOA and any other applicable legislation, regulation, and policy/guidance. Partner4Work will also consider funding availability, how an exception will lead to improved outcomes for the customer(s) being served, and other relevant factors.

Effective Date: July 15, 2021

Policy Updates

Date	Update
09/11/2020	Added process for requesting an exception to a requirement(s) of this policy.
07/15/2021	Removed “unemployed” from participant eligibility list to align with definition of “chronic unemployment” and “inconsistent work history”. Updated contact information for requesting exception. Clarified how to determine the P4W-defined self-sufficiency wage.