



TRANSITIONAL JOBS PROGRAM POLICY - Adopted: 1-28-16

A Transitional Job is a time-limited work experience in the public, private, or nonprofit sector designed for individuals with barriers to employment and are either chronically unemployed or have inconsistent work history. The experience is designed to help (re)establish a work history, demonstrate success in the workplace and develop the skills that lead to entry into and retention of unsubsidized employment.

In accordance with Sections 134(d)(5) and 129(c)(2)(C) of The Workforce Innovation and Opportunity Act (WIOA), this policy is to be used for individuals who are 18 years of age or older and classified as an Adult, Dislocated Worker or Out of School Youth and who are eligible for WIOA funding. Adult or dislocated workers enrolled in ITA training or youth who are currently in high school are not permitted to participate in this program. Eligible Youth who are currently in high school may participate in Summer Youth Employment and on-the-job training or unpaid work experiences such as job shadowing, internships or pre-apprenticeship programs. This policy does not govern the Summer Youth Employment Program administered by the Dutchess County Workforce Investment Board.

All Transitional Job opportunities must be structured with a job description and training plan that align to the participant’s stated employment goals. Positions do not have to be available positions within the organization and there is no requirement that they lead to permanent employment. The designated Career Center staff or partner staff must provide regular support to the participant and communicate with the participant at a minimum of once a week. Support and communication may consist of WIOA defined Career Services, soft skills training, referrals to other supportive services or leads on permanent employment opportunities. Communication should be face-to-face and may not consist of emails, voice or text messages. Communication should be documented in the participant’s folder and activities and services should be documented in OSOS. If the participant successfully completes the work experience the designated staff must ensure the participant has an updated resume and at least one professional reference.

A Transitional Job opportunity should be eight to twelve weeks long, 20-25 hours per week and pay at least NYS minimum wage (*hourly rates above minimum wage need prior approval from the DCWIB*). The hourly rate for a Transitional Job cannot be more than that paid to any employee in the same or similar position.

In the event Transitional Job wages are paid directly to an employer and not a sub-contracted agency, the employer will be required to complete due diligence and assurances paperwork.

Participant Eligibility

A Transitional Job may be made available to unemployed adults, dislocated workers, and youth who after an interview, evaluation and/or assessment and career planning have



Dutchess County Workforce Investment Board

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been determined by a Career Center staff member or partner staff to have one of the following documented barriers:

- A criminal record that would reduce the participant’s ability to acquire permanent unsubsidized employment.
- Chronic long-term unemployment. Individuals who are seasonally employed are not eligible.

Veteran’s Priority Provisions

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the “Jobs for Veterans Act” (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program’s eligibility requirements.