



RIVERSIDE COUNTY
WORKFORCE DEVELOPMENT BOARD
Workforce Innovation and Opportunity Act
**TRANSITIONAL JOB
POLICY**

Date: March 21, 2025

Number: 19-30

PURPOSE: To establish policy for and provide guidance to Housing and Workforce Solutions/Workforce Development Division (HWS/WDD) staff and service providers in the administration and implementation of the Transitional Job Program.

EFFECTIVE DATE: Upon release

REFERENCES:

- WIOA ([Public Law 113-128](#)) Chapter 3, Sec. 134
- 20 CFR [680.190](#) and [680.195](#)
- Training and Employment Guidance Letter No. [19-16](#)
- Training and Employment Guidance Letter No. [21-22](#)

LOCALLY IMPOSED REQUIREMENTS: Locally imposed requirements are indicated in ***bold italic*** type.

BACKGROUND:
Transitional jobs are a type of work-experience activity local workforce development boards can offer as an individualized career service under WIOA. These programs are designed to establish a work history for the individual and develop the skills that lead to entry into and retention of unsubsidized employment.

POLICY:
A Transitional Job must be combined with comprehensive career and supportive services. Transitional Jobs are time-limited and wage-paid work experience that are subsidized up to 100 percent and provide individuals with an opportunity to develop important workplace skills that lead to unsubsidized employment. These jobs are only available for individuals with barriers to employment who are chronically unemployed or who have an inconsistent work history, as further defined in this policy. Unlike on-the-job training (OJT), with transitional job programs, there is no requirement for the employer to retain the individual upon completion of the transitional job, although retention is the desired outcome. HWS/WDD may only use up to 10 percent of adult and dislocated worker formula funds for transitional jobs.

I. Participant Eligibility Requirements

In addition to meeting general eligibility requirements for the WIOA program, the participant must meet the following eligibility criteria as listed below:

- One or more ***Barriers to Employment***
 - **AND**
- Considered ***Chronically Unemployed***

- OR
- Have an ***Inconsistent Work History*** as defined below:

1. Individuals with Barriers to Employment- as deemed in WIOA Sec 3(24), means an individual meets one of the following criteria:

- a. Displaced homemakers;
- b. Low-income individuals;
- c. American Indians, Alaska natives, and Native Hawaiians;
- d. Individuals with disabilities, including youth with disabilities;
- e. Older individuals (age 55 or older);
- f. Justice-involved individuals;
- 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 with substantial cultural barriers;
- j. Eligible migrant and seasonal farmworkers;
- k. Single partners (including single pregnant women);
- l. Long-term unemployed individuals (unemployed 27 or more weeks);
- m. Recipients of public assistance.

2. Chronically Unemployed-means an individual meets one of the following criteria:

- a. Is unemployed at the time of referral to the Transitional Job program and has been without work for a significant portion of the last 26 weeks;
- b. Has a work history showing primarily minimum wage employment;
- c. Currently employed but that employment is seasonal, temporary, employment is less than 10 weeks in length or does not commensurate with the individual's demonstrated level of educational and/or skill attainment;
- d. Currently claiming and/or having exhausted unemployment insurance (UI) benefits;
- e. Is on parole or probation, or has been released from prison/jail within the 12 months prior to application;
- f. Individuals who fall below Riverside County's Workforce Development Division's self-sufficiency threshold.

3. Inconsistent Work History- means an individual's Work History consists of relatively short-term attachment to past jobs (approximately 1 year or less) and gaps in work history

II. Funding Limits and Wage Requirements

Wages and benefits paid for the transitional job must be similar to those paid to other employees performing similar work. All transitional jobs must pay at least minimum wage as dictated by the State of California but should strive to meet ***HWS/WDD's approved target self-sufficiency wage***. Up to 100 percent of the participant's wages can be paid and the funding source will be determined by funding available to offset the cost of the wages.

III. Employers Eligibility

Eligible employers for the Transitional Jobs placement site may be from the public, private, or nonprofit sectors and must be able to provide supervision and appropriate feedback to participants throughout the length of the program. Employers must be willing to participate in monitoring visits conducted by HWS/WDD staff, which may include on-site visits and phone/email correspondence with the employer/trainer and participant to review the participant's progress in completing training plan objectives.

Employers not eligible to participate include the following:

- Employers who have recently laid off an individual of the same or equivalent position.
- Employers where the transitional job placement would infringe upon the promotion of or displacement of any currently employed worker or lead to a reduction in their hours.
- Employers who are a private for-profit employment agency, including but not limited to temporary employment agencies, employee leasing firms, or staffing agencies.

The Employer of Record may be the host employer, a training provider, a partner organization, or HWS/WDD may provide employer of record services directly or contract through a third-party.

IV. Supportive Services

As part of the participant assessment referral to a transitional job, staff must identify supportive service needs that will be addressed to ensure the participant completes the transitional job program. See ***HWS/WDD Supportive Services Policy #19-10 for types of supportive services that are allowed.***

V. Transitional Job Agreement

A Transitional Job Program agreement shall be a formal instrument in accordance with contractual requirements and principles. Each agreement at a minimum, shall contain a job description, wages, agreement terms, skills to be obtained, and resulting goals. Additional conditions and/or assurances shall be added as required. No oral agreements or understandings shall be binding or be given the force of a formal agreement.

The agreement term will vary depending on both the participant's and employer's needs. Program length should not exceed 26 weeks. Factors to consider include:

- If the participant will be employed full-time or part-time, with a minimum of 20 hours provided a week.
- The degree of barrier to employment or current job skill level of the participant.
- Employer needs
- The amount of time required to establish a successful work history.

VI. Case Management/File Maintenance

HWS/WDD staff will be responsible for maintaining case management and case files. Case management shall be conducted throughout the participation and follow-up period.

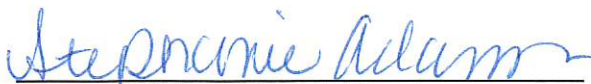
VII. Desired Outcomes

Placement into unsubsidized employment are the desired outcomes for the Transitional Job Program participants, and a 12-month follow-up will be conducted to support employment retention.

REVISION HISTORY:

Revision Dates:

Original Policy Date: 3/21/25



Stephanie Adams, Deputy Director