



Oklahoma Office of Workforce Development  
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Oklahoma City, OK 73107

**OKLAHOMA WORKFORCE DEVELOPMENT ISSUANCE #XX-2017**

**TO:** Workforce Development Board Chairs  
Workforce Development Board Staff  
Workforce Development Fiscal Agents

**FROM:** Erin E. Risley-Baird, Executive Director

**DATE:** October XX, 2017

**SUBJECT:** Transitional Jobs

**PURPOSE:** The Oklahoma Office of Workforce Development (OOWD), as the Governor’s chosen Workforce Innovation and Opportunity Act (WIOA) administrative entity, provides this issuance as guidance to the workforce system on developing Transitional Jobs as a workforce strategy within the title I Adult and Dislocated Worker programs.

**REFERENCES:**

- The Workforce Innovation and Opportunity Act (WIOA) Section 134(d)(5)
- 20 CFR § 678.430
- 20 CFR § 680.190
- 20 CFR § 680.195
- 20 CFR Preamble, Sections 680.190 and .195
- 20 CFR § 683.270
- 20 CFR § 680.840
- 20 CFR § 680.900
- Training and Employment Guidance Letter (TEGL) No. 19-16
- 29 USC § 3102

**BACKGROUND:** WIOA provides for a customer-centered, job-driven workforce system that is accessible to all job seekers. The Adult and Dislocated Worker (DLW) programs provide career and training services in Oklahoma Works One-Stop Centers, as a part of the nation’s American Job Center network.

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> Continuing
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**MESSAGE:** Transitional Jobs are a type of work-based training local workforce development boards (LWDBs) may offer as an individualized career service under WIOA. Transitional jobs are time-limited, wage-paid work experiences that are subsidized up to 100 percent. These jobs can be in the public, private, or non-profit sectors and are only available for individuals with barriers to employment who are “chronically unemployed” or who have an “inconsistent work history”, as determined by the LWDB. Transitional jobs provide individuals with work experience and an opportunity to develop important workplace skills, including “soft skills” within the context of an employee-employer relationship, in which the program provider generally acts as the employer. In addition, transitional jobs are required to be combined with comprehensive career services and supportive services.

The goal of transitional jobs is to establish a work history for the individual that demonstrates success in the workplace and develops the skills that lead to entry into, and retention in, unsubsidized employment. Although there is no assumption that the individual will be retained in the transitional job after the work experience is over, retention is the preferred outcome.

Potential target groups for transitional jobs may include:

- Long-term unemployed;
- Ex-offenders;
- Individuals who are currently receiving or have exhausted Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) benefits;
- Individuals with disabilities; and
- Other individuals with barriers to employment, per 29 USC § 3102 (24).

Per 20 CFR § 680.195, LWDB’s may use up to 10 percent of their combined Adult and DLW funds to provide transitional jobs to individuals. For example, if a local area receives \$1.5 million in Adult funds and \$1.0 million in DLW funds, the LWDB may use up to \$250,000 (10% of the total) for transitional jobs. The employer reimbursement rate for transitional jobs is determined by the LWDB and may be up to 100 percent. LWDBs are, however, encouraged to work with employers who are willing to contribute a percentage of the cost for the transitional job.

To utilize transitional jobs as a service delivery strategy, LWDBs must adopt policies to:

- Identify employers (public, private, or nonprofit) who can provide quality experiences for individuals to obtain unsubsidized employment;
- Include the planned reimbursement amount for the jobs;
- Identify the supportive services which must be included;
  - Local supportive services policies must ensure resource and service coordination with Oklahoma Works One-Stop partners and other community service providers;
- Identify the limits on the duration of transitional jobs;

- Define and identify individuals who are chronically unemployed or have an inconsistent work history, which may include information such as an individual's:
  - labor market history;
  - unemployment status;
  - durations of unemployment;
  - long-term unemployment; and
  - other factors that the LWDB may determine appropriate for defining these terms;
- Reflect the use of job readiness training and other career services, as determined by the local board, in combination with the transitional jobs. Job readiness training, also known as short-term pre-vocational services, intended to prepare individuals for unsubsidized employment or training, may include the development of:
  - learning skills;
  - interviewing skills;
  - punctuality;
  - personal maintenance skills; and
  - professional conduct services;
- Ensure safeguards against the displacement of employees (20 CFR § 683.270); and
- Ensure funds for transitional jobs are not used to fill openings that resulted from a labor dispute (20 CFR § 680.840).

**EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT:** All Recipients, and Sub recipients/Sub grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

**ACTION REQUIRED:** This Oklahoma Workforce Development Issuance (OWDI) is to become part of your permanent records and made available to appropriate staff and sub-recipients.

**INQUIRIES:** If you have any questions about this issuance, please contact Policy and Program Staff in the Oklahoma Office of Workforce Development. Contact information can be found at <http://www.oklahomaworks.gov/about/>.