

Washington State Workforce Innovation and Opportunity Act Title I-B Policy

Policy Number: 5623

Policy Title: Transitional Jobs

Effective Date: February 28, 2024

1. **Purpose:**

To establish local policy requirements for transitional jobs under the Workforce Innovation and Opportunity Act (WIOA) of 2014.

2. **Background:**

Transitional jobs are time-limited, subsidized paid work experiences in the public, private or non-profit sectors for individuals with barriers to employment who are chronically unemployed or have inconsistent work histories as determined by Local Workforce Development Boards (LWDBs).

Transitional jobs, which are categorized as training services in WIOA statute but were clarified as individualized career services through U.S. Department of Labor (DOL) guidance, are designed to enable individuals who are chronically unemployed or have inconsistent work histories to establish work histories, demonstrate work success in employee-employer relationships, and develop skills that lead to unsubsidized employment.

WIOA requires LWDBs that want to use transitional jobs as part of their service delivery strategy to have a local policy governing their use.

3. **Policy:**

a. Local Policy

LWDBs that use transitional jobs as part of their service delivery strategy must have a local transitional job policy that includes each of the following elements:

- i. Identification of public, private, and non-profit employers with whom transitional jobs can be arranged.
- ii. The maximum percent of employer wage reimbursement (up to 100 percent of wages).
- iii. The minimally-required career services and supportive services.
- iv. The maximum allowable duration of transitional jobs.

- v. A definition of *chronically unemployed* to identify qualified transitional job candidates and allowable source documentation to validate that status.
- vi. A definition of *inconsistent work history* to identify qualified transitional job candidates and allowable source documentation to validate that status.

b. Funding Limitation

LWDBs may use up to 10 percent of their combined program year WIOA Title I-B adult and dislocated worker formula allocations on transitional jobs. The allowable uses of transitional jobs funds includes paying wages to participants engaged in transitional jobs, reimbursing employers for wages paid, and the cost of supportive services for participants engaged in transitional jobs. Transitional jobs funds cannot be used for case management, employer outreach and engagement, and infrastructure improvements related to transitional jobs.

c. Other Required Services

Transitional jobs must be delivered to participants in combination with at least one (1) career service and one (1) supportive service. Additional career, supportive, and follow-up services may be provided if needed.

d. Documentation Requirements

- i. A list of employers that can host transitional jobs if said list is not reflected in the local transitional job policy.
- ii. Transitional job contracts/agreements.
- iii. Documentation of chronically unemployed and/or inconsistent work history status for transitional job participants.

4. Definitions:

Transitional Job. A time limited work experience that is wage-paid and subsidized, and is in the public, private or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history, as determined by the Local Workforce Development Board. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.

5. References:

- WIOA Section 134(c)(3)(D)(viii)
- WIOA Section 134(d)(5)
- [20 CFR 680.190](#) (What is a transitional job?)
- [20 CFR 680.195](#) (What funds may be used for transitional jobs?)
- [Training and Employment Guidance Letter \(TEGL\) 19-16](#), Sections 5 and 7 and Attachments II and III

6. Supersedes:

None.

7. Website:

[Workforce Professionals Center](#)

8. Action:

Local Workforce Development Boards and their contractors must distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

9. Attachments:

None

Direct Inquiries To:

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