

Region VI Workforce Development Board 17 Middletown Road White Hall, WV 26554	Transitional Jobs
	Date January 10, 2022

Region VI Guidance Letter 13-16, R-6

To: All Workforce West Virginia system stakeholders  
All WorkForce West Virginia Centers  
All Local Training Providers

From: Region VI Workforce Development Board

Subject: Transitional Jobs

1. **Purpose:** The purpose for this guidance letter is to provide guidance on the use of Transitional Jobs as part of the regional service strategy of the Region VI Workforce Development Board.
2. **References:** Workforce Innovation and Opportunity Act of 2014 (WIOA), Section 134(d)(5); 20 CFR §680.830, §680.840, §680.900, §680.150, Workforce West Virginia WIOA Policy No. 3-16, and Region VI Guidance Letter 7-15, R-5.
3. **Background:** A transitional job is one that provides a limited work experience, that is subsidized in the public, private, or non-profit sectors for those individuals with barriers to employment because of chronic unemployment or inconsistent work history; these jobs are designed to enable an individual to establish a work history, demonstrate work success, and develop the skills that lead to unsubsidized employment. The Region VI Workforce Development Board may use up to 10 percent of the combined total of adult and dislocated worker allotments for transitional jobs. Transitional jobs must be combined with comprehensive career services (§680.150) and supportive services (§680.900) when deemed appropriate.
4. **Action:** Region VI will use transitional jobs as an employment strategy that seeks to overcome employment barriers and transition people with labor market barriers into work using wage-paid, short-term employment that combines real work, skill development and supportive services. Transitional Jobs program participants will earn a paycheck, learn skills, may become eligible for the Earned Income Tax Credit, and receive intensive mentoring and support.

The Transitional Jobs program in Region VI will have at a minimum, the following 3 components:

1. Paid work experience reimbursed to the employer at a rate of 100%

2. Classroom training provided at the rate of 8 hours for every 32 hours of actual work performed. (The 8 hours will be in addition to the contracted hours of paid work experience and can be paid or unpaid time.)  
Classroom training experience is defined as soft skills, occupational skills, financial literacy, etc.-including referrals to Adult Education and SPOKES as appropriate.
3. Supportive services necessary to enable an individual to participate in Transitional Job training services as determined appropriate through assessment of the needs of each individual.

Each individual participating in Transitional Training can utilize up to a maximum of 1040 training hours. These training hours can be used with one or more employers as needed.

If the employer chooses to retain the participant after completion of the Transitional Job Training, an OJT contract may be developed if the position meets the guidelines governing OJT in Region VI.

The Region VI Workforce Development Board Executive Director may waive provisions of this policy when the Executive Director determines it is necessary in order to serve individuals with special circumstances.

A copy of this policy can be obtained from The Region VI Workforce Development Board or by downloading from the website-[www.regionviwv.org](http://www.regionviwv.org), Public Information tab, Guidance Letters.

#### EXPIRATION

DATE:                      Effective January 10, 2022, until rescinded or modified by the Region VI Workforce Development Board.