

	Subject Transitional Jobs Policy ARIZONA@WORK-Yuma County	
	Original Issue Date September 10, 2025	
	Authorized by: Yuma County Workforce Development Board	

Purpose:

To provide guidance to the Yuma County Local Workforce Development Area (LWDA) on transitional jobs under the Workforce Innovation Opportunity Act (WIOA) Title IB Adult, Dislocated Worker, and Youth programs. Under this policy, the Local Workforce Development Board (LWDB) staff defines and provides guidance for the implementation of transitional jobs.

References:

Workforce Innovation and Opportunity Act (WIOA) of 2014: (P.L. 113-128); 20 CFR 680.190, 680.195; TEGL 19-16; State WIOA Title IB Policy Manual Chapter 2 Section 300; and Chapter 2 Section 200.

Policy:

A. Transitional Jobs

Transitional Jobs provide the participant with an opportunity to develop workplace skills and gain work experience that takes place within the context of an employee-employer relationship. They are available to participants with barriers to employment who are chronically unemployed or have an inconsistent work history as determined by the LWDB staff. The elements of a Transitional Job include the following below:

- 1) Transitional jobs are a type of work experience under WIOA and are considered an individualized service;
- 2) They are time limited work experience with a duration period of not more than 600 total hours as determined by the LWDB staff;
- 3) Full-time or part-time positions (*at least 20 hours a week, but not more than 40 hours a week*);
- 4) Wage paid not less than State Minimum Wage and not more than \$17 an hour, that is subsidized up to 100 percent during the contracted training period; and
- 5) Jobs take place with public, private, or non-profit sectors;

Note: Youth Only- Transitional jobs must include an academic and occupational component education component, which refers to the contextual learning that accompanies this type of Work Experience.

B. Participant Eligibility

Participants must meet WIOA Title IB Adult, Dislocated Worker, or Youth program eligibility requirements and be enrolled prior to receiving a transitional job. To be eligible for a transitional job, the participant must be chronically unemployed or have inconsistent work history and have one or more barriers to employment.

- 1) One or more barriers to employment as defined in WIOA Section 24:
 - Displaced homemakers
 - Low-income individuals
 - Indians, Alaska Natives, and Native Hawaiians,
 - Individuals with disabilities, including youth who are individuals with disabilities
 - Older individuals
 - Justice involved
 - Homeless individuals
 - Youth who are in or have aged out of the foster care system
 - Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
 - Eligible migrant and seasonal farmworkers
 - Individuals within 2 years of exhausting lifetime TANF eligibility
 - Single parents (including single pregnant women)
 - Long-term unemployed individuals
 - Such other groups as the Governor determines

- 2) Chronic unemployment **or** inconsistent work history as defined by the LWDB staff;
 - Chronic unemployment:
 - Individuals who are currently unemployed with repeated or persistent periods of unemployment, becoming a recurring challenge in their lives and the economy, and have been unemployed for an extended period of 6 months or longer.

 - Inconsistent work history:
 - Individuals who have held 3 or more short-term/temporary jobs, **or** work history with 3 or more jobs with significant gaps between employment **and** unable to maintain continuous employment for at least 6 consecutive months with one employer in the last 2 years and are currently unemployed.

C. Documentation Requirements

Equal Opportunity Employer/Program Auxiliary Aids and Services Are Available Upon Request To Individuals With Disabilities.

When participants receive a transitional job, Service Providers must document in program notes and participant's Individual Employment Plan (IEP)/Individual Service Strategy (ISS) the reason for providing this type of work experience. Documentation must indicate how the transitional job will assist the participant establish a work history, demonstrate success in the workplace, and develop the skills that lead to potential employment.

The participant's barriers and chronic unemployment or inconsistent work history must be documented in program notes and ISS/IEP; as well as the work history information entered under the Case Details-Work Experience tab in the Arizona Job Connection (AJC) system. The transitional job service will also be entered and recorded under the service & training plan of the participant's record in the AJC system when the participant begins his/her transitional job. An Employment Goal type will be required to be entered in the AJC system for transitional jobs.

D. Services Combined with Transitional Jobs

Transitional Jobs must be combined with any necessary career and supportive services based on the needs of the participant. Refer to the local supportive service policy for allowable supportive services. These services must also be documented in the participant's IEP/ISS and program notes, as well as entered under the service & training plan of the participant's record in the AJC system.

E. Data Validation Requirements

Service Providers must reference to the State Data Validation checklist for Adult, Dislocated Worker, and Youth programs regarding the acceptable source documentation and verification for transitional jobs. Documentation must be uploaded into the AJC system for data validation purposes.

F. Employer Approval Information Form

The employer approval information form and its guidelines also apply when placing participants in a transitional job to determine if the employer is suitable as a worksite provider. The employer must have worker's compensation coverage and provide proof to the Service Provider prior to the initiation of the transitional job contract agreement. Service Providers must verify in ISDS/Contracts & Reports Database if the form for the selected employer has been obtained, and is up-to-date before initiating the transitional job. The form must be completed along with any required back-up documentation, signed/dated by Service Provider staff, and approved/denied by the Service Provider management staff. It will require for the form to be submitted to the LWDB compliance staff annually or when employer information has changed.

G. Transitional Job Contractual Agreement

A transitional job contract agreement along with the general provisions must be signed prior to or on the first day of work by the participant, employer, and Service Provider.

The agreement sets forth responsibilities of the employer, participant, and Service Provider. A copy of the contract will be given to the participant and the employer for their records. The original contract will be uploaded into the AJC system. The contract is generated through the ISDS/Contracts and Reports Database and will include the following;

- Name of employer, address, and contact information
- Authorized representative and training supervisors
- Participant name & ID Number
- Job title
- ONET Code & NAICS Code
- Start and end dates
- Work schedule
- Total hours and hours per week
- Rate of pay and reimbursement amount
- Training plan outline to include 6-8 learning objective skills

The transitional job contract may not exceed a total of 600 hours. Exceptions to this rule must be submitted in writing to the designated Manager/Director with a complete justification/rationale and expected outcome. More than one transitional job may be provided on a case by case basis. In addition, there may be specific instances where an exception to the wage paid of more than \$17 an hour could be made. This would depend on the particular job position and budgetary constraints of the Service Provider.

H. Training Plan

As part of the transitional job contractual agreement, the training plan must include 6-8 skills provided by the employer that relate to the job description/job position the participant will be learning and performing at the worksite. The skills listed should be discussed with participant and employer prior to or on the start date of the agreement. Participant must be evaluated by the employer at the mid-point term (50% mark) and at the end of the job to determine if skills were attained.

I. Participant Monthly Timesheet

- 1) The monthly timesheet for the transitional job will require to be completed by the employer and generated through the ISDS/Contracts & Reports Database.
- 2) Submitted by the 5th of every month to the fiscal department of each Service Provider and signed by all parties (employer, participant, and service provider).
- 3) The Fiscal department will require the monthly timesheet, W-9 form, copy of contract, and participant timesheets used by the employer to track time (i.e. time clock card, sign-in sheet, etc.).

Note: If participant or employer fails to continue the contract through the first ten (10) days, the contract will be voided resulting in non-reimbursement of the participant's wages to the employer and will be at the expense of the employer.

J. Reimbursement of Wages

- 1) Service Providers will reimburse 100% of the participant's wages to the employer for the transitional jobs. The wages paid to the participant must be similar to those paid for other employees performing similar work. Wages must be based on hours worked as recorded on the participant's timesheet during the contracted training period.
- 2) Participants doing a transitional job are not authorized to work overtime.
- 3) Service Providers will not reimburse for paid sick leave, vacation breaks, lunch breaks or a holiday recognized by the employer.
- 4) Employers are not required to retain the participant upon completing the transitional job, however it is recommended for the benefit of the employer and participant.
- 5) Service Providers may use up to 10 percent of their combined Adult and Dislocated Worker allocations for transitional jobs with the exception of the Youth Program.

K. Employer Cap Limit

The maximum total amount awarded to employers per fiscal year is \$30,000 as approved by the LWDB.

L. Worksite Monitoring

The Service Provider staff must ensure regular and on-going monitoring such as on-site visits, phone/email communication with the employer and the participant to review participant's progress in meeting skills listed on training plan. All type of communication must be documented in participant's record through program notes in the AJC system. Any issues or concerns that arise with the employer or participant during the contract period must be addressed and dealt promptly, as well as documented.

Employer worksites that provide transitional jobs will be part of the monthly monitoring worksite visits conducted by the LWDB compliance staff to ensure both the employer and Service Providers are complying with Local, State, and Federal requirements of WIOA.