



Transitional Jobs Policy

Approval Date: September 5, 2025

Purpose

The purpose of this policy is to connect individuals with chronic unemployment or an inconsistent work history with opportunities to build workplace skills and job history. Adults and Dislocated Workers must be enrolled in WIOA to be eligible to participate. Funding for transitional jobs is limited to no more than 10% of the Adult and Dislocated Worker funding level.

Background

The Workforce Innovation and Opportunity Act (WIOA) allows local boards to provide transitional jobs, defined as time-limited work experiences that are wage-paid and subsidized, and are 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 WDB.

Definitions

"Individuals with Barriers": are those individuals who are:

- Veterans being served by the state's JVSG program; or
- Individuals who answered "Yes" to the question, "Do you, a friend, or any member of your family have a history of opioid use?"; or
- Individuals with a barrier defined in WIOA (3)(24) – i.e., displaced homemaker, low income, having a disability, older, ex-offender, homeless, foster youth, English learner, MSFW, losing TANF benefits, single parent, long term unemployed; or
- CCMEP participant who is 18 or older; or
- No High School Diploma or Equivalency; or
- Receiving TANF Benefits

"Chronic Unemployment or an "Inconsistent Work History": are those individuals who:

- Have been unemployed for 13 weeks or longer; or
- Were unemployed at least 26 of the past 52 weeks; or
- Have held three or more jobs in the past 52 weeks and are currently unemployed or underemployed.

Under-Employed: Individuals who are:

- Individuals employed less than full-time who are seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills and training;
- Individuals who are employed who meet the definition of a low-income individual in WIOA Section 3 (36) or are receiving SNAP benefits; or
- Individuals who are employed, but whose current job earnings are not sufficient compared to their previous job earnings from their previous employment per state and local policy.



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Transitional Job: paid work experience that:

- Is time-limited and subsidized;
- Is in the public, private, or nonprofit sector;
- Is provided to individuals with barriers to employment who are chronically unemployed or have an inconsistent work history;
- Is combined with comprehensive career services and supportive services; and
- Is designed to help participants establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

Eligible Participants

For an individual to qualify for a transitional job under the WIOA guidelines, the participant will:

- Be an active WIOA Adult or Dislocated Worker receiving career services and supportive services, if needed
- Have completed an initial assessment and have been determined to be an individual with a barrier to employment and a history of chronic unemployment or an inconsistent work history; and
- Will work to develop an Individual Employment Plan (IEP).

Employer Eligibility

OMJCC seeks employers that are:

- Providing a “learn and earn” opportunity to gain work experience while gaining skills
- committed to helping participants
- able to provide work-skills development
- willing to retain participants when feasible
- not debarred, compliant on taxes, clean health & safety record, not displacing other workers, etc.

Employers are not required to hire the participant, however, job “retention, where appropriate, is preferred.” Greater Cleveland Works requires employers to retain (unsubsidized employment for at least 180 days) no less than 33% of transitional jobs referrals who successfully complete their transitional employment in order to continue to receive Transitional Job referrals.

Transitional Job Eligibility

Transitional jobs must be for employment that is in high demand. In-demand occupations are identified by the State of Ohio at:

- <http://ifs.ohio.gov/owd/OMJResources/In-demandOccupations.stm>

Exceptions to in-demand occupations may be approved if an employer commits to hiring the Transitional Jobs participant at the conclusion of the subsidized work experience.



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WIOA Transitional Job Length.

An IEP will define the duration of the Transitional Job length which will be limited up to six months. Jobs must be for at least twenty (20) hours but not more than forty (40) hours of work per week.

Other Requirements

Transitional Job participants will be compensated at the same pay rates as similarly situated trainees or employees.

The maximum reimbursement rate per Transitional Job trainee is \$15,000.00 if paid with WIOA formula funds. There is no cap for non-WIOA formula funds (i.e. National Dislocated Worker Grant).

Greater Cleveland Works requires a minimum wage of \$15.00 per hour.

100% of employee wages will be paid by Greater Cleveland Works during first 30 days and 80% thereafter. The host employer will be responsible for 20% of the wages after the first 30 days.

It is anticipated that Transitional Jobs will be for Pilot Projects/Special Initiatives authorized by Greater Cleveland Works. Exceptions may be approved on a case-by-case basis.

Work experience participants will be paid only for hours actually worked. No payment will be provided for any absences, including but not limited to:

- Illness
- Vacation
- Personal reasons
- Employer-observed holidays
- Employer-designated closures or other scheduled time off in accordance with the employer's policy

Health and Safety Standards

Employers must ensure that participants are to be covered either by state workers' compensation or by relevant on-site insurance.