Missouri Division of Workforce Development  
DWD Issuance 07-2016, Change 1  

Subject:  
Statewide Transitional Jobs Policy, Change 1

1. **Purpose:**  
This Change 1 reflects updates to guidance received from the U.S. Department of 
Labor (DOL) since the original Issuance. This Issuance establishes policy for 
Workforce Innovation and Opportunity Act (WIOA)\(^1\) Transitional Jobs to be used 
statewide by all Local Workforce Development Boards (WDBs).

2. **Background:**  
The Final Rules\(^2\) implementing WIOA provide policy and funding requirements for 
Transitional Jobs programs. A “transitional job” is a work-based learning activity 
that provides a time-limited work experience, wages-paid and subsidized, in the 
public, private, or non-profit sectors. \(^3\) Transitional Jobs serve individuals with 
barriers to employment because of chronic unemployment or inconsistent work 
history, as determined by the Local WDB. These jobs are designed to enable an 
individual to establish a work history, to demonstrate work success in an employee–employer 
relationship, and to develop skills that lead to unsubsidized employment. 

Local WDBs may use up to 10 percent\(^4\) of their combined total of adult and 
dislocated worker allocations for Transitional Jobs. Transitional jobs must be 
combined with comprehensive career services\(^5\) and supportive services\(^6\).

3. **Substance:**  
The use of Transitional Jobs is an employment strategy to stabilize individuals (and 
their families) with earned income while they gain skills and experience to transition 
into unsubsidized employment. The Transitional Jobs strategy assists individuals 
with barriers to employment, including: labor market barriers, chronic 
unemployment, and inconsistent work histories.

Transitional Jobs program participants earn a paycheck, learn workplace skills, and 
receive mentoring and support that addresses barriers to employment retention. 
Unlike On-the-Job Training (OJT), there is no assumption that the individual will be 
retained in the transitional job after the experience is completed; however, retention, 
where appropriate, is preferred for the benefit of the worker and the employer.\(^7\)

Transitional Jobs programs provide appropriate job-readiness training and 
workforce mentoring to help individuals overcome systemic barriers to obtaining 
and retaining employment. This is accomplished by providing wage-paid, short-term 
employment that combines real work, skill development, and supportive services.

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\(^1\) Pub. Law 113-128 [29 U.S.C. 3101 et seq.].  
\(^2\) 20 CFR 680.190 and 680.195.  
\(^3\) 20 CFR 680.190.  
\(^4\) 20 CFR 680.195.  
\(^5\) 20 CFR 680.150.  
\(^6\) 20 CFR 680.900.  
\(^7\) U.S. Department of Labor, Employment and Training Administration, Employment and Training Letter (TEGL) 19-16, March 1, 2017, p. 4.
Transitional Jobs programs should have, at a minimum, three components:

- Paid Work Experience of a fixed duration (e.g., three days per week);
- Career and Individualized Career Services (e.g., soft skills); and
- Supportive Services (e.g., employment-focused; retention support).

Transitional Jobs may not be used, directly or indirectly, to assist, promote, or deter union organizing. Funds and work experiences also may not be used to fill job openings that are vacant due to a labor dispute.

4. Action:

Each Local WDB must develop a Transitional Jobs policy if it chooses to use Transitional Jobs as a part of its service-delivery strategy. This policy must identify the amounts for reimbursements (up to 100 percent of the wage), what supportive services must be included, and the limits on the duration of the transitional job. This policy is contingent on the Local WDB having an established policy to define and identify individuals who are “chronically unemployed” or “have an inconsistent work history.” The local Transitional Jobs policy must identify appropriate employers (public, private, or nonprofit) that can provide quality experiences through which individuals can achieve unsubsidized employment.

Additionally, Local WDBs are encouraged to use partnerships and collaborations to promote successful outcomes. DOL encourages targeting individuals who are long-term unemployed, ex-offenders, or who are currently receiving or who have exhausted their TANF benefits. DOL also encourages Local WDBs to determine if it is locally appropriate to combine Transitional Jobs with job-readiness training.

5. Contact:

Direct questions or comments regarding this issuance to Jeanna Caldwell, Work-based Learning Coordinator, at (573) 526-1643, or jeanna.caldwell@ded.mo.gov.

6. References:

Workforce Innovation and Opportunity Act (WIOA), Pub. Law 113-128, Sec. 134(d)(5) [29 U.S.C. 3174(d)(5)].

20 CFR Part 680—Adult and Dislocated Worker Activities under Title I of The Workforce Innovation And Opportunity Act:

- Subpart A—Delivery of Adult and Dislocated Worker Activities Under Title I of the Workforce Innovation and Opportunity Act, sections 680.150, 680.190, and 680.195;
- Subpart F—Work-Based Training, sections 680.830 and, 680.840; and
- Subpart G—Supportive Services, section 680.900.

U.S. Department of Labor, Employment and Training Administration, Employment and Training Letter (TEGL) 19-16, “Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rule,” March 1, 2017.

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8 20CFR 680.195.
9 20 CFR 680.830.
10 20 CFR 680.840.

8. **Attachments:** None.

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