TRANSITIONAL JOBS

Effective
July 1, 2026

Purpose
The purpose of this policy is to outline the local implementation of Transitional Jobs (TJ), if offered by the local area.

Applies To
1. Stark Tuscarawas Workforce Development Board (STWDB)
2. Workforce Initiative Association (WIA)
3. All Area Subrecipients

References
1. ODJFS WIOAPL 18-05 Transitional Jobs Policy
2. Workforce Innovation and Opportunity Act (WIOA)

Related Documents
Not applicable

Background
Transitional jobs (TJ) are a type of work-experience that local areas may provide under WIOA and are considered an individualized career service. TJs are time-limited and wage-paid work experiences that are subsidized up to 100 percent. These jobs are in the public, private, or nonprofit sectors and are only available for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history, as determined by the local area.

Because TJs are a type of work experience, the requirements delineated in the policy letter on work experience for adults and dislocated workers, including the requirement for the local WDB to establish a worksite agreement between the participant, the host employer, and the provider of career services, also apply to TJs.

However, TJs are differentiated from other types of work experiences by the following characteristics:

- TJs are a paid, subsidized work experience, unlike other types of work experience that may be unpaid;
- TJs are meant to establish work history while demonstrating success in an employer-employee relationship and developing skills, whereas the purpose of other types of work experience may be to explore various career options or to assess the participant's employability; and
- TJs must be combined with the provision of comprehensive career services and supportive services, which is not mandated for other types of work experiences.

Similar to other types of work experience, neither the employer-of-record nor the host employer where the TJ participant performs his or her work duties is required to employ the participant after the conclusion of the TJ (however, retention, where appropriate, is preferred for the benefit of the worker and employer). Local areas may only use up to 10 percent of adult and dislocated worker formula funds for TJs. Also, national dislocated worker grant (NDWG) funding may be spent on TJs in accordance with any requirements, limitations, or maximum expenditure amounts related to TJs that apply to each such grant.

Definitions

- ***Individuals with barriers***: For purposes of this policy, individuals who meet one or more of the criteria listed in Attachment A to this policy letter or anyone who certifies that they have been directly impacted by the opioid crisis.

- ***Individual with a disability:*** An individual who:
    - Has a physical or mental impairment that substantially limits one or more major life activities of the individual;
    - Has a record of such an impairment; or
    - Is regarded as having such an impairment.

- ***Unemployment compensation (UC):*** Short-term insurance benefits paid by ODJFS to individuals who are involuntarily out of work through no fault of their own, and who meet all statutory eligibility criteria to qualify to receive benefits.

Policy & Procedure

Stark Tuscarawas Workforce Development Board does not offer transitional jobs at this time.

Responsible Party

Assistant Director, Stark Tuscarawas Workforce Development Board

Approving Authority

Executive Director, Stark Tuscarawas Workforce Development Board

Revision History

07-01-2026