



**COUNTY OF SAN BERNARDINO**  
**Workforce Development Board**  
**POLICY MANUAL**

No. WDB 9

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EFFECTIVE DATE November 8, 2023

**POLICY: TRANSITIONAL JOBS**

**APPROVED**

WILLIAM STERLING  
Chair, Workforce Development Board

**INTRODUCTION (POLICY STATEMENT AND PURPOSE)**

The Workforce Innovation & Opportunity Act (WIOA) requires local workforce areas to establish policies to determine which participants are eligible for transitional jobs services. California State guidance establishes that the local boards shall institute a policy framework that describes the criteria to be used in determining wage-paid work experiences for transitional jobs services.

**BACKGROUND**

Transitional jobs are a type of work-experience Local Workforce Development Boards (WDBs) may provide under WIOA and are considered an individualized career service. Transitional 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. Transitional jobs provide an individual with work experience that takes place within the context of an employee-employer relationship, in which the program provider generally acts as the employer, that results in an opportunity to develop important workplace skills.

This service must be combined with individualized career and supportive services. Transitional jobs must be designed to establish a work history for the individual, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment. There is no requirement that the employer retains the individual upon completion of the transitional job; however, retention, where appropriate, is preferred for the benefit of the worker and employer.

**DEFINITIONS**

The state defines Chronically Unemployed or Inconsistent Work History: individuals as those who meet one or more of the following criteria:

- Has never held a full-time job (30+ hours per week) for more than 13 consecutive weeks
- Has held more than three jobs in the 52 weeks prior to application
- Has been unemployed for the 13 consecutive weeks or longer prior to application
- Has been unemployed 27 weeks or more prior to application

**REFERENCES**

- Title 20 Code of Federal Regulations Part 680.190 and 680.195
- WIOA Sections 134(d)(5)
- Fair Labor Standards Act, 29 U.S.C. § 203 *et seq.*

**POLICY**

Local criteria to participate in the work-experience transitional job services for San Bernardino County adult and dislocated worker programs, are:

- Needs to meet the eligibility criteria for an Adult or Dislocated Worker, depending on funding source
- Must meet the definition for Chronically Unemployed or have Inconsistent Work History as defined above
- The transitional job must be in one of the WDB Identified Priority Sectors
- Up to 10% of adult or dislocated worker funds may be used, as determined annually during the budget process
- Participants will be paid minimum wage
- Allowable work experience is up to 320 hours, either full or part time
- The employer of record will be WDD or a procured designee
- Any exceptions to the wages or hours must be approved by the WDD Director