

Procedures for WIOA Transitional Jobs

1. Participant Case Files

Case files must include a copy of the work experience agreement/contract, documentation to justify wages and stipends, documentation of how the individual meets the local definition of "inconsistent work history" or "chronic unemployment", and case notes on the participant's progress towards goals.

Documentation for wages (time records/timesheets) and stipends must also be tracked through Connecting Colorado and local financial management systems.

The standard case file documentation for AD/DW also applies.

2. Tracking Participants in Connecting Colorado

- a. Transitional jobs activities are tracked in Connecting Colorado using the **TJ** service code;
- b. The amount spent on wages and stipends may be recorded in the "cost" field listed under the relevant activity code in Connecting Colorado.

3. Format for Agreements and Timesheets

Local areas must establish a standard template for transitional job agreements/contracts and timesheets that will be used by the local area, worksite, and participant. This can be the same template used for other types of work experience.

Transitional jobs are a type of paid work experience. At a minimum, the agreement or contract must include:

- a. Responsibilities and expectations of the participant, the worksite employer, and the local area representative;
- b. job title, duties, and goals for the participant;
- c. the length of the transitional job;
- d. the wage rate for the participant;
- e. the percentage of wages that will be subsidized;
- f. the requirements for participants and worksite supervisors to complete/sign timesheets;
- g. the worksite supervisor's agreement to maintain and make available time and attendance, payroll, I-9, and other required documentation;
- h. a statement informing the worksite that they may be subject to worksite monitoring by both state and local representatives, as well as regular visits by case management staff to check on the progress of the work experience participants; and

- i. assurances that work will be in accordance with WIOA Section 181 (fair and equal wages, prohibition on displacement of current employees, equal benefits and working conditions, prohibition on use of funds after relocation, collective bargaining).

4. Worksite Pre-Evaluation

The local area must develop a worksite pre-evaluation tool to determine the appropriateness of utilizing the worksite for work experiences, similar to the pre-award review conducted for OJTs.

5. Worksite Monitoring

Local areas must establish local worksite monitoring procedures. State monitors will monitor for compliance with those procedures. On-site monitoring of work experiences is required to ensure that the legal and performance requirements, as well as the work experience goals are being met by all parties. Local procedures must include, at a minimum:

- a. Roles of the worksite supervisor, participant, and workforce center representative;
- b. Monitoring of worksites to ensure that all parties are in compliance with the agreement;
- c. On-site monitoring of worksite conditions and supervision (every new worksite must be visited at least once);
- d. Methods for validation of skill and competency attainment for participants; and
- e. How worksite monitoring documents will be maintained by the local area.

6. Pattern of Failure

Local procedures must include the process to remove a worksite that has not met their agreed-upon requirements for the work experience or has exhibited a pattern of failure. These procedures must include the local process to determine the following:

- a. What constitutes an employer “exhibiting a pattern of failure”;
- b. Deficiencies or situations that occur within the work experience process;
- c. Corrective action interventions to be used; and
- d. Circumstances under which immediate termination of an agreement will occur.