

Title: Transitional Jobs Policy	Date of Issue: 07/01/2021
Approved By: Heather Powell	Last Reviewed: 01/12/2026

Purpose:

The purpose of this policy is to establish the criteria and process by which Transitional Jobs training funds are to be administered under the Workforce Innovation and Opportunity Act (WIOA) in the Carroll County Workforce Development area.

Background:

A transitional job is one that provides a time-limited work experience, that is wage-paid and subsidized, and is in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history. Transitional jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.

General WIOA Transitional Jobs Requirements:

- Transitional jobs must also be provided in conjunction with comprehensive career ([20 CFR 680.150](#)) and supportive services.
- All services must be documented in the participant's case notes and Individualized Employment Plan (IEP). Transitional jobs for youth must include job readiness training.
- Transitional job placements must contribute to the occupational development and upward mobility of the participant.

The local board may use not more than 10 percent of their combined non-administrative total of adult and dislocated worker allotments to provide transitional jobs. At least 20% of youth funds must be spent on a work experience. Supportive services will be provided in accordance with the Carroll County Workforce Development Supportive Services policy.

Carroll County Workforce Development's Individuals with Barriers to Employment:

- Displaced homemakers
- Low-income individuals
- American Indians, Alaska Natives and Native Hawaiians
- Individuals with disabilities, including youth with disabilities
- Older Individuals (age 55 or older)

Title: Transitional Jobs Policy	Date of Issue: 07/01/2021
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- Ex-offenders/Returning Citizens
- Homeless individuals
- Youth who are in or have aged out of the foster care system
- Individuals who are English language learners, individuals who have low levels of literacy and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Single parents (including single pregnant women)
- Long-term unemployed individuals (unemployed 27 or more weeks)
- Recipients of public assistance
- Individuals without high school diplomas

Note: Individuals with “**chronic unemployment**” or an “**inconsistent work history**” are those who:

- Were unemployed at least 27 of the past 52 weeks
- Not worked for the same employer for longer than three consecutive months in the one-year preceding eligibility determination
- Have held three or more jobs in the 12 months preceding eligibility determination

Participant Eligibility:

For an individual to qualify for transitional jobs training under the program guidelines, he/she will:

- Have completed the enrollment process as a participant in the Carroll County Workforce Development Area’s WIOA Adult, Dislocated Worker or Youth program
- Have completed an initial assessment and have been determined to be an individual with a **barrier** to employment who is **chronically unemployed** or has an **inconsistent work history**. Reasons for eligibility determination for transitional jobs must be documented in case notes

Title: Transitional Jobs Policy	Date of Issue: 07/01/2021
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Length of Training and Funding Levels:

- Carroll County Workforce Development will pay no less than Maryland's minimum wage and no more than \$15.00 per hour for transitional jobs participant
- Transitional jobs must be time limited (no more 90 days) and at least 20 hours per week for youth participants and 32 hours per week for adults, but no more than 40 per week
- Hours worked must be approved in advance by Carroll County Workforce Development and agreed upon in writing between the participant, CCWD representative, and the employer prior to the participant's start date

Employer Solvency and Eligibility:

Potentially eligible employers able to participate as a transitional jobs placement site include: private-for-profit employers, private non-profit organizations, or public-sector employers. An employer will **NOT** be eligible to participate as a WIOA Transitional Jobs placement site if:

- The employer has any other individual on layoff from the same or substantially equivalent position; or included in a labor dispute
- A transitional jobs agreement will not displace any current employee or alter current employee's promotional opportunities. Nor will a transitional jobs agreement be made with an employer who has terminated any regular employee or otherwise reduced the workforce in order to hire transitional job trainees
- The same or a substantially equivalent position is open due to a hiring freeze
- The WIOA participant is placed in an employment activity that is supervised by an individual who is a member of that person's immediate family. For this policy, the term "immediate family" includes a spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild ([20 CFR 683.200\(g\)](#))
- The employer is included in the Department of Labor's list of debarred, ineligible or suspended contractors; or in violation of local, state or federal labor laws; or has demonstrated unsatisfactory performance on any previous training contract.
- The transitional jobs employer is not registered with the Internal Revenue Service and have an account with the Maryland DLLR, Unemployment Insurance and carry worker's compensation insurance.

Title: Transitional Jobs Policy	Date of Issue: 07/01/2021
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- The employer is not financially solvent and does not have an adequate payroll record keeping system.
- Individuals shall not be considered eligible for a transitional job if he/she worked for the same employer in the past in the same job.
- A transitional jobs agreement will not displace any current employee or alter current employee's promotional opportunities. Nor will a transitional jobs agreement be made with an employer who has terminated any regular employee or otherwise reduced the workforce in order to hire a transitional job trainees

Note: An employer may not be approved as a transitional jobs employer at the discretion of the CCWD Board or its designee.

Written Assurances:

Transitional jobs contracts must include several standard assurances that are designed to acknowledge a contractor's responsibilities in accepting public funds for training.

- Funds provided to employers for transitional jobs must not be used to directly or indirectly assist, promote or deter union organizing
- The employer will provide worker's compensation coverage for the trainee and abide by health and safety standards established under State and Federal law
- The trainee will not conduct political or sectarian activities at work while under the provisions of the transitional jobs contract
- Transitional job trainees may not work on the construction, maintenance, or operation of any facility that is used for sectarian activities or as a place of worship
- The employer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any Federal department or agency
- The employer certifies that it will provide a drug-free workplace as defined by the Drug-Free Workplace Act of 1988
- The employer is in compliance with all State and local laws regarding taxation and licensing
- Trainees who are working as laborers/mechanics in any construction, alteration or repair (including painting and decorating) of public buildings or works must be compensated in compliance with the Davis-Bacon Act

Title: Transitional Jobs Policy	Date of Issue: 07/01/2021
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- A trainee in a transitional jobs program shall not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any current employee (as of the date of the participation)
- The contract will not encourage or induce the relocation, of an establishment or part thereof, that results in a loss of employment for any employee of such establishment at the original location
- Nothing in the transitional jobs contract shall impair existing contracts for services or existing collective bargaining agreements unless the employer and the labor organization concur in writing
- The transitional jobs employer must not illegally discriminate in training or hiring on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I-financially assisted program or activity
- The employer agrees that no trainee shall be hired into or remain working in any position when any other individual is on layoff from the same or any substantially equivalent job. A transitional jobs trainee may not be employed in a job if the employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy with the WIOA participant. It is not allowable for a transitional job to be created in a promotional line that infringes in any way on the promotional opportunities of current employees
- The contract will not encourage or induce the relocation, or an establishment or part thereof, that results in a loss of employment for any employee of such establishment at the original location
- Nothing in the transitional jobs contract shall impair existing contracts for services or existing collective bargaining agreements unless the employer and the labor organization concur in writing

REFERENCES:

U.S.C. § 8102, U.S.C. § 3142

[WIOA Sections: 122\(h\)\(1\), 181\(b\)\(1\), 181\(b\)\(4\), 181\(b\)\(5\), 181\(b\)\(7\), 181\(d\)\(2\), 188\(a\)\(1\), 194\(6\)](#)

[CFR § 679.430](#)

[CFR § 683.270\(c\) and CFR § 683.270\(b\)](#)

[\(NPRM 667.274\)](#)

[TEGL 6-19](#)

[Public Law 113-128, Section 134\(c\)\(3\) \(h\)](#)

[WIOA Section 134 \(d\) \(1-5\)](#)

[20 CFR 680. 150](#)

[20 CFR 680. 190](#)

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Title: Transitional Jobs Policy	Date of Issue: 07/01/2021
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[20 CFR 680.195](#)
[20 CFR 680.830](#)
[20 CFR 680.840](#)
[20 CFR 681.600](#)