

# Fresno Regional Workforce Development Board

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## OPERATIONAL DIRECTIVE

**FRWDB OD # 03-18, Revision H**

**Date Released: April 20, 2023**

**To: All Fresno Regional Workforce Development Board Providers of Services**

**From: Blake Konczal, Executive Director**

**Effective Date: April 20, 2023**

**Subject: Transitional Jobs**

**Applicable Program: Adult and Dislocated Worker**

**Revision History: Initial Release – 1/12/18; Rev B – 6/22/18, Rev C – 7/6/18; Rev D – 11/16/18; Rev E – 5/16/19; Rev F – 12/10/19; Rev F1 - 10/6/20; Rev G – 6/21/21**

This Revision H removes the limits for the length of transitional job assignments; clarifies the process in the areas of Payment Voucher and allowable hourly wage, and adds compliance to State and Federal Labor Laws.

The FRWDB may use up to 10 percent of its combined total of adult and dislocated worker allotments for Transitional Jobs.

Transitional Jobs (TJ) are defined as time-limited, subsidized work experiences for job seekers chronically unemployed with very little or no work experience to begin building a track record of employment.

The goal of TJs are to help individuals establish a work history, demonstrate work success in an employee-employer relationship and develop new occupational and/or foundational job skills that lead to retention in unsubsidized employment. These skills can include:

- Specific Occupational Skills
- Work Ethic,
- Self-Direction and Initiative,
- Interpersonal Skills,
- Punctuality and Attendance,
- Communication, listening Skills,
- Team Work and ability to work with others,
- Dependability and
- Task completion.

A TJ may be provided, where determined as appropriate for eligible Adults and Dislocated Workers for whom one or more of the following conditions exist:

- The participant has no previous work history,
- The participant is chronically unemployed,

- Unemployed for 13 weeks or longer;
- Unemployed for at least 26 of the past 52 weeks;
- Have held three or more jobs in the past 52 weeks and is currently unemployed or underemployed.
- The participant has an inconsistent work history,
  - Lacked steady, full-time, permanent employment in the 12 months prior to program registration. Inconsistent Work History includes;
    - Work that is seasonal,
    - Temporary employment
    - Part-time employment – less than 32 hours per week, or
    - Other periods of employment of less than 10 consecutive weeks.
- The participant has limited skills needed to gain employment;

There is no requirement or expectation that the participant will be retained by the worksite following the successful completion of a work experience activity.

A TJ may only be provided after an assessment has been conducted and the Plan has been developed. The Plan must include a determination that TJ is a necessary activity, and it must be combined with other services. The Plan must document barriers to employment that include a lack of exposure to good work habits, lack of occupational and/or foundational job skills, and/or the working environment.

Per § 680-190 of the WIOA, TJs must be combined, concurrently or consecutively, with comprehensive career services and supportive services.

### **Duration**

Maximum 200 hours total per participant; not less than 20 hours per week.

No overtime hours (in excess of eight (8) hours per day and/or more than 40 hours per week) will be allowed. Non-standard work schedules (i.e.: 4/10 work weeks), require FRWDB approval via waiver request, prior to the start of a TJ.

### **Payments**

All participants in a paid TJ will be paid an hourly wage equivalent to the entry level wage of the position or the California minimum wage, whichever is higher. The Provider of Services will be the employer of record for purposes of payroll, withholding, and payment of the employment taxes in connection with the wages paid to the participant and Workers' Compensation Insurance coverage. The relationship between the Worksite and the participant is one of trainer/trainee.

Work on state or national recognized holidays, or vacation are not allowed. As the Employer of Record, the Provider of Services must at all times ensure compliance with all Federal and State Labor Laws.

### **Timesheets**

Transitional Jobs Electronic Timesheet (bi-weekly), Form# WEX-001e is the recommend timesheet to be used. Providers are allowed to use their own timesheet if all the required information is on the timesheet. All timesheets must be uploaded to CalJOBS<sup>sm</sup> in the participant's Document (staff) section and labeled accordingly under the "Document Tags" field in CalJOBS<sup>sm</sup>.

If the provider chooses to use their own timesheet, it must be submitted to and approved by the FRWDB Program Manager prior to use.

## **Worksite Selection**

The Job Placement staff must be especially careful to match the participant with the employer when selecting and screening potential work experience worksites. Factors such as location, general employment conditions, type of work, the participant's demonstrated aptitude/interest in the work offered, and availability of committed supervisory staff at the site are essential considerations when selecting a TJ worksite. The Job Placement staff must document the criteria used for selection/non-selection of the site.

## **Transitional Job Compliance Review**

During the TJ activity, provider staff is required to conduct a compliance review of the activity using Form# CAR-008, Universal Worksite Monitoring Record - COVID. After the record is completed, it is to be uploaded to CalJOBS<sup>sm</sup> in the participant's Document (staff) section and labeled accordingly under the "Document Tags" field in CalJOBS<sup>sm</sup>.

## **Employer Requirements**

One of the BAS roles in identifying potential work experience sites is to ensure that the employer is fully aware of the employer requirements.

The Transitional Jobs Worksite Agreement Form# TJS-004 outlines the conditions and employer requirements. The agreement includes the details of the specific TJ activity, General Contract Provisions, Training Plan and Safety Training Verification. The Job Placement staff must meet with the employer prior to the start of the Transitional Jobs activity and review the full Transitional Jobs Worksite Agreement and the Transitional Jobs Worksite Performance Review, Form# TJS-003.

The employer must be made aware that a TJ activity is a supervised activity and that all employer staff members who may be responsible for participant supervision and guidance must be knowledgeable of the program's requirements.

As a rule, the elements of the TJ Training Plan should reflect an exposure to basic employer requirements, i.e., attitudes, aptitudes and occupational technical skills the employer would expect each regular entry-level employee to display.

## **Participant Supervision and Feedback**

For a positive TJ activity relationship, communication between the ERS, Job Placement staff, the supervisor and participant is essential. Regular, scheduled contacts with the supervisor and participant will ensure timely feedback to the participant regarding progress towards the attainment of skills and goals outlined on the Evaluation form. On-going communication among all parties increases the likelihood of a positive experience for the employer and the participant as well as timely resolution of any issues. The supervisor is required to evaluate the participant in each of the objectives listed on the Training Plan as the objectives are completed.

## **Transitional Job Participant Guide**

- Provide an orientation and review of the Transitional Job Participant Guide (TJS-005) to the participant that explains the program purpose, policies, and procedures, opportunities available through the program, as well as workplace expectations.

## **Employer Services Documentation** (see Employer Services Module User Assistance Guide, TRN-BSC-001)

- Employers must be registered as a "Recruiting Services Employer" on CalJOBS<sup>sm</sup>.
- The employer must also be created on the Employer Maintenance module in I-Train.
  - The CalJOBS<sup>sm</sup> user name for the employer must be input into the employer record in I-Train.

- The employer service for work experience must be documented on I-Train.

### **Digital Case File Naming Convention/Upload Process**

All documents/forms must be uploaded to CalJOBS<sup>sm</sup> in the Document (staff) section and labeled accordingly under the “Document Tags” field (Keywords that will be indexed with the attachment) in CalJOBS<sup>sm</sup>.

The digital case file standard as described below includes the naming convention of all documents uploaded to CalJOBS<sup>sm</sup>. Provider staff must use the digital case file naming convention for ITA documents as follows:

- Utilizing the CalJOBS<sup>sm</sup> Case Management System in the Document (staff) section
- Upload/Scan a document
- Input Document Tag name below that is in **bolded underline text**:

#### **Transitional Jobs (TJ) / (Insert Document Tag Name Below):**

- Participant Performance Review (insert below):
  - Final
  - Mid-point
- TJ Timesheet (Insert pay period end date)
- TJ Worksite Monitoring Record
- Verification of Safety Training
- TJ Agreement Packet (Scan packet order must be sequence from top to bottom):
  - Transitional Jobs Worksite Agreement
  - Completed W-4
  - Completed I-9 Form

### **CalJOBS Voucher Requirements**

- Provider staff must open the TJ Activity Code 321 and create the voucher allocating the TJ funds in CalJOBS<sup>sm</sup> within three (3) working days of the start of the TJ
- As required on CalJOBS<sup>sm</sup>, the worksite information must be input in the activity
- The final signed copy of the CalJOBS TJ Payment Voucher must be uploaded to the payment voucher record in CalJOBS<sup>sm</sup> along with the supporting documentation in the following sequence:
  - Completed CAR-007 (as cover page)
  - Labor report (aka payroll report, etc.)
  - CalJOBS<sup>sm</sup> Payment Voucher signed, by provider of service authorized fiscal staff or management.
    - “Comments” field must be completed indicating what you are requesting reimbursement for.

See TRN-TJS-001 for detailed instructions.

### **Fiscal Process**

Providers are required to submit a CalJOBS<sup>sm</sup> payment request to [wex-docs@wfc.com](mailto:wex-docs@wfc.com) within seven (7) working days after the end of the previous month with supporting documentation in the following sequence:

- Completed CAR-007 (as cover page)
- Labor report (aka payroll report, etc.)
- Signed, by program management or authorized fiscal staff, CalJOBS<sup>sm</sup> Payment Request

- “Comments” field must be completed indicating what you are requesting reimbursement for.

Please direct any questions to the FRWDB Program Coordinator.

**Forms:**

WEX-001e, Transitional Jobs Work Experience Timesheet  
CAR-008, Universal Worksite Monitoring Record - COVID  
TJS-003, Transitional Jobs Supervisor Performance Review  
TJS-004, Transitional Jobs Worksite Agreement  
TJS-005, Transitional Job Participant Guide  
CAR-007, Work Experience Reimbursement Detail

**Work Instructions:**

TRN-TJS-001 CalJOBS Reference Guide for Transitional Jobs  
TRN-BSC-001 Employer Services Module Users Assistance Guide