

ALABAMA WORKFORCE DEVELOPMENT SYSTEM

**Alabama Department of Workforce
Workforce Development
50 N. Ripley Street
Montgomery, Alabama 36130**

ADMINISTRATIVE DIRECTIVE NO. PY2025-13

SUBJECT: Region/Local Workforce Area (LWA) Workforce Innovation and Opportunity Act (WIOA) Transitional Jobs Policy

Purpose: This Directive transmits the Local Workforce Area WIOA Transitional Jobs Policy

Effective Date: March 1, 2026

Discussion:

Transitional Jobs are a type of work-experience activity which local workforce development boards may offer as an individualized career service under WIOA. These programs are intended to help participants establish a work history and develop skills necessary to obtain and retain unsubsidized employment.

WIOA-eligible Adults and Dislocated Workers (DLW) are enrolled through Career Centers and Occupational Skills Training providers. Participants may earn between \$7.25 and \$19.66 per hour, depending on the type of employment and the Local Workforce Area. These guidelines will be available in the Staff Online Resources in AlabamaWorks! The Activity Code for Transitional Jobs will be **220 Transitional Jobs**.

A Transitional Job must be combined with comprehensive career and supportive services. Transitional Jobs are time-limited and wage-paid work experience that are subsidized up to 100 percent and provide individuals with an opportunity to develop important workplace skills that lead to unsubsidized employment. These jobs are only available for individuals with barriers to employment who are chronically unemployed or who have an inconsistent work history, as further defined in the attached Guidelines. Unlike on-the-job training (OJT), with transitional job programs there is no requirement for the employer to retain the individual upon completion of the transitional job, although retention is the desired outcome. Local Workforce Board may only use up to 10 percent of adult and dislocated worker formula funds for transitional jobs.

A Transitional Job may take place in the private for-profit sector, non-profit sector, or public sector.

At this time, only West AlabamaWorks! has allocated funding for Transitional Jobs. If additional local workforce boards vote to allocate funding for Transitional Jobs, Career Centers will be notified.

Action: LWAs are responsible for reviewing the attached guidelines and developing regional policies aligning with the State's policy. The attached policy may be adopted in full by LWAs as the regional Transitional Jobs Policy. If a LWA opts to develop its own policy, it must adhere to the State's programmatic guidelines, but it may make modifications to Transitional Jobs processing procedures to reflect the LWA's structure.

Contact: Questions regarding this Directive should be referred to Jes Thompson at jes.thompson@workforce.alabama.gov.

Tammy Wilkinson

**Tammy Wilkinson, Director
Workforce Development**

06/05/2026

Date

Attachments:

1. WIOA Adult and Dislocated Worker Transitional Jobs Guidelines



Workforce Alabama

WIOA

Adult and Dislocated Worker

Transitional Jobs Guidelines

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Introduction

Transitional jobs are a type of work-experience activity local workforce development boards can offer as an individualized career service under WIOA. These programs are designed to establish a work history for the individual and develop the skills that lead to entry into and retention of unsubsidized employment.

A Transitional Job must be combined with comprehensive career and supportive services. Transitional Jobs are time-limited and wage-paid work experience that are subsidized up to 100 percent and provide individuals with an opportunity to develop important workplace skills that lead to unsubsidized employment. These jobs are only available for individuals with barriers to employment who are chronically unemployed or who have an inconsistent work history, as further defined in this policy. Unlike on-the-job training (OJT), with transitional job programs, there is no requirement for the employer to retain the individual upon completion of the transitional job, although retention is the desired outcome. Local Workforce Board may only use up to 10 percent of adult and dislocated worker formula funds for transitional jobs.

WIOA eligible Adults and DLW are enrolled through Career Centers and Occupational Skills Training providers across the state. Participants can earn between \$7.25 - \$19.66 per hour depending on the type of employment and the Local Workforce Area. These guidelines are for the Local Workforce regions that include North AlabamaWorks!, North Central AlabamaWorks!, West AlabamaWorks!, East AlabamaWorks!, Central AlabamaWorks!, and Southeast AlabamaWorks!.

A Transitional Job may take place in the private for-profit sector, non-profit sector, or public sector. A Transitional Job is considered an individualized career service and must be combined with comprehensive career and supportive services.

GOALS AND OBJECTIVES

Goal: To establish work history for the individual, demonstrate success in the workplace, and develop skills that lead to entry into and retention in unsubsidized employment.

Unlike with on-the-job training (OJT), with transitional jobs, there is no requirement that the employer retains the individual Upon completion of the transitional job, however, job retention is an ideal outcome.

The Activity Code for Transitional Jobs will be **220 Transitional Jobs.**

ELIGIBILITY

- WIOA eligible Adult and DLW. Youth must be made eligible as an Adult to participate.
- No TABE is required.
- Apprentices are not eligible.
- Youth who previously participated in WBL are not eligible.
- Target Groups
 - Long-Term Unemployed
 - Ex-offenders
 - Individuals who are currently receiving or have exhausted TANF
 - Individuals with disabilities
- Unemployed or Underemployed and follow the definitions below for **Chronically Unemployed** or **Inconsistent Work History**

In addition to meeting general eligibility requirements for WIOA Adult and/or DLW, the participant must meet the following eligibility criteria as listed below:

- One or more **Barriers to Employment**
 - **AND**
- Considered **Chronically Unemployed**
 - **OR**
- Have an **Inconsistent Work History** as defined below:

Individuals with Barriers to Employment

- as deemed in WIOA Sec 3(24), means an individual meets one of the following criteria:
 - a. Displaced homemakers;
 - b. Low-income individuals;
 - c. American Indians, Alaska natives, and Native Hawaiians;
 - d. Individuals with disabilities, including youth with disabilities;
 - e. Justice-involved individuals;
 - f. Homeless individuals;
 - g. Youth who are in or have aged out of the foster care system; *(Must be made eligible as an Adult)*
 - h. Individuals who are English Language Learners, individuals who have low levels of literacy, and individuals with substantial cultural barriers;
 - i. Eligible migrant and seasonal farmworkers;
 - j. Single partners (including single pregnant women);
 - k. Long-term unemployed individuals (unemployed 27 or more weeks);
 - l. Recipients of public assistance.
 - m. WIOA eligible Dislocated Workers

Chronically Unemployed

- means an individual meets one of the following criteria:
 - a. Is unemployed at the time of referral to the Transitional Job program and has been without work for a significant portion of the last 26 weeks;

- b. Has a work history showing primarily minimum wage employment;
- c. Currently employed but that employment is seasonal, temporary, employment is less than 10 weeks in length or does not commensurate with the individual's demonstrated level of educational and/or skill attainment;
- d. Currently claiming and/or having exhausted unemployment insurance (UI) benefits;
- e. Is on parole or probation, or has been released from prison/jail within the 12 months prior to application;
- f. Individuals who fall below the LLSIL threshold for that Local Area
- g. Individuals who are eligible as a WIOA Dislocated Worker

Inconsistent Work History

- means an individual's Work History consists of relatively short-term attachment to past jobs (approximately 6 months or less) and gaps in work history.

TRANSITIONAL JOB POLICIES

- Transitional Job wages are paid 100% through our payroll vendor Sirius Workforce LLC.
- The need for a Transitional Job placement must be documented in case notes and with supported documentation.
- **Job readiness training is a requirement for Transitional Jobs.** The certificate of completion must be uploaded in the participants documents ***before the participant reaches 195 hours*** of the Transitional Job work assignment. All participants enrolled must complete at least one:
 - Alison Online Course in AlabamaWorks! under Online Learning Courses on the homepage
 - Skills for Success
 - MAPs
 - ACE
- Transitional Jobs are not for Apprentices. These individuals should utilize OJT or WBL if they are youth.
- The Transitional Job placement must align with the participants IEP. (Example: If the participant shows interest in healthcare, they should not be placed in a manufacturing job.)
- Supportive Services are available to Transitional Job participants. Follow the Supportive Services Guidelines available in the Staff Online Resources. For more information email supportiveservices@workforce.alabama.gov

Hours of Work:

- Ensure work hours do not exceed 32 per week or 390 total hours.
- If exceeding these limits, the worksite must compensate the participant and reimburse the Workforce Development Division if necessary.

If the worksite business fails to reimburse the Workforce Development Division, the business including all locations/worksites will be barred from receiving any WIOA funding for Work-Based Learning or On-the-Job training for at least two years.

WORKSITES

Types: Public, non-profit, or private organizations.

Worksite Agreement:

- Understand and adhere to the Worksite Agreement requirements.
- Complete one Worksite Agreement per site. (Available in Staff Online Resources)
- Keep a copy of the agreement, along with documentation of time, attendance, evaluations, and other relevant records.
- Review terms including supervision, non-displacement of employees, and compliance with laws.

Responsibilities:

- Worksites must interview Participants before the Transitional Job assignment.
- Define clear expectations and standards for participants. Participants should abide by the same worksite/company policies as other employees.
- Organize appropriate tasks and duties that contribute to the participant's professional growth.
- Provide constructive feedback concerning participant's job assignment
- Maintain documentation related to the Transitional Job program.
- Notify the Case Manager and participants immediately about any changes in Worksite Supervisors and train the new supervisor.
- Review timesheets and confirm with Case Manager for approval.
- In case of injury notify Sirius Workforce LLC as soon as possible.

Worksite Orientation:

- Introduce the participant to staff and provide a comprehensive description of the worksite and job.
- Demonstrate tasks and conduct a supervised tryout.
- Explain safety rules, work schedules, break times, and other key information.
- Outline work rules, dress codes, and expected behaviors.
- Provide emergency procedures and injury reporting protocols.
- Maintain emergency contact information for the participant.

Worksite Prohibited Activities

The following activities are strictly prohibited:

- **Nepotism:** No relatives of administrative staff or Worksite Supervisors can be hired.
- **Political Activities:** Participants cannot engage in political activities during work hours.
- **Religious or Anti-Religious Activities:** Participation in religious or anti-religious activities is not allowed.
- **Donation of Wages:** Participants cannot be required to contribute their wages.
- **Soliciting Funds:** Fundraising activities are not permitted. This includes any form of fund raising, such as selling tickets, stuffing envelopes with fund raising literature, etc.
- **Hazardous Conditions:** Work must not involve unsafe or unhealthy environments.
- **Excessive Hours:** Participants cannot work more than 32 hours per week.
- **Discrimination:** Participants must not work in environments where discrimination is evident. No discrimination based on race, color, religion, sex, national origin, age, disabilities, political affiliation, or beliefs is allowable.
- **Supplant Restriction:** Participants should not replace or reduce the work schedule of regular employees.
- **Worksite Employment:** Individuals already employed by the worksite are not eligible for the Transitional Jobs program.

Ending Assignments

- Notify Sirius of the participant's last day and reason for ending the assignment.

Disciplinary Actions and Termination

- Counsel participants with improper behavior and document any issues.
- Contact the Case Manager for intervention if needed.
- Terminate the participant if deemed necessary by the worksite and let the Case Manager know.

Transitional Jobs Policy Grounds for Termination

- Consistent absenteeism, failure to follow instructions, disrespect, falsification of timesheets, endangering others, theft, drug use, or threats will result in termination.

Worksite Selection

- Align worksite with participant's career goals and interests **according to their IEP**
- Ensure worksites comply with laws and provide meaningful training.
- Prior to making a final worksite selection, schedule an on-site visit with the participant. The assigned supervisor should meet with the participant to explain the assignment and worksite expectations.
- Worksites must have a thorough understanding of their responsibilities and agree to comply Worksite Job Description

- A worksite job description will be included with the Sirius Placement Form. This should be uploaded in the participants documents in AlabamaWorks!
- Update the job description if the participant's duties change.

Workers' Compensation

- Sirius Workforce LLC provides coverage for approved jobs. Verify with Sirius if the job is on the approved list.

TRANSITIONAL JOB PAYROLL VENDOR AND WAGE PAYMENTS

Payroll Vendor

Sirius Workforce LLC provides:

- Workforce Development Placement Form for onboarding.
- Automated timesheet and payroll processes.
- Weekly payment options and workers' compensation coverage.

On-boarding

- Complete the Sirius Placement Form and submit to wfonboarding@siriusstaffing.com at least 5 days before the start date.

Timesheet Process

- Participants submit timesheets by Monday 10:00 a.m.
- Supervisors must review timesheets and confirm with Case Manager so they can approve by Tuesday 10:00 a.m.

Approving Timesheets

- Worksite Supervisors and Case Managers review for accuracy. Case Managers are Timesheet Approver #1 and the Case Manager's Supervisor Timesheet approver #2
- **Discrepancies must be resolved before approval.** Email Sirius with issues **before** approving timecards.
- Contact wfonboarding@siriusstaffing.com with timesheet issues.

Wage Payments

- Participants can earn **\$7.25 - \$19.66** per hours depending on the job and area.
- Wages should be comparable to pay of other employees in the same position

- Weekly payments are made on Friday through direct deposit.
- Participants are paid only for the hours worked. They are not paid for lunch, breaks or any time off. Timecards should reflect time clocked out for lunches, breaks, etc

Required Transitional Job Forms

All forms must be uploaded before the participant begins their assignment.

Required Forms to Upload:

1. Sirius Workforce Development Placement Form
2. Worksite Agreement
3. Participant Program Information and Guidelines Receipt Form