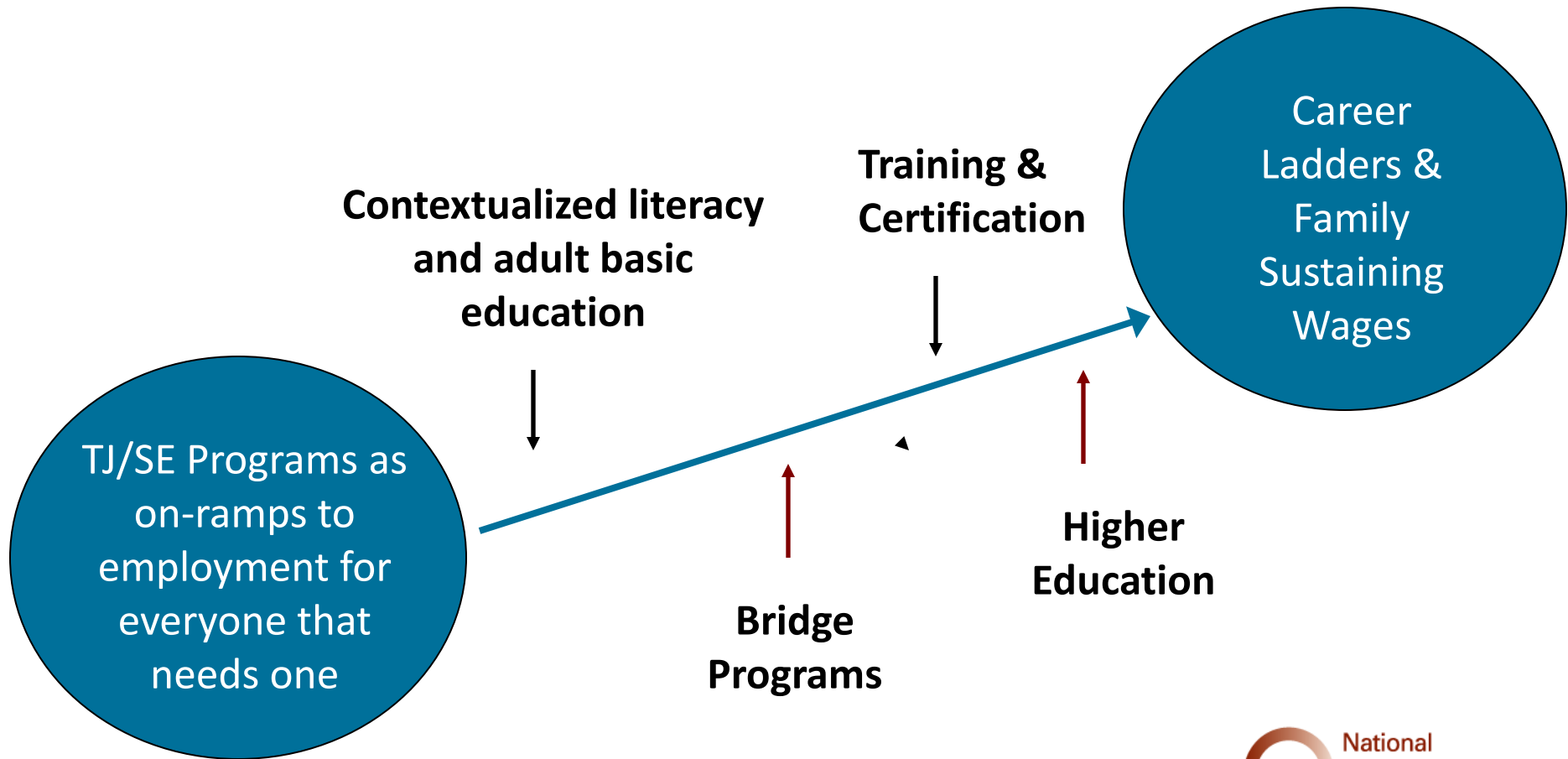


The logo features a large, thick, reddish-brown circular ring on the left side. To its right, the text "National" is in a reddish-brown sans-serif font, "Transitional Jobs" is in a large, bold, blue sans-serif font, and "Network" is in a reddish-brown sans-serif font below it.

# National Transitional Jobs Network

The National Transitional Jobs Network (NTJN) ensures that policies account for the hard-to-employ, that programs are able to effectively serve as many individuals as possible, and that best practices and technical assistance are widely shared and implemented throughout the network.

# Vision of how Transitional Jobs fits in the Workforce Development System



# Tips for Planning a Subsidized/Transitional Jobs Initiative

# Important Questions for TJ/SE Planning

- How will the transitional employment be provided?
- How many participants can be served given the budget?
- What entity will act as employer of record?
- What partners should be engaged to provide support services?
- How will job-readiness training be delivered?
- What policies, forms and tools need to be developed? (worksite agreements, job descriptions, assessments)
- How will data be collected and outcomes measured?

# Budget Considerations for TJ/SE Program Planning

- Participant Wages
- Staff
- Training and Education
- Support Services
- Incentives
- Data Collection and Evaluation
- Workers Comp, UI, etc.
- Administrative Costs

# Snapshot of General TJ/SE Program Staff

- Case Management Team – Intake/Assessment, Counseling, Referral Services
- Job Development Team – Job Coach, Job Developer, Crew Supervisor
- Job/Life Skills Trainers
- Retention Specialist
- Education/Training Specialist

# Funding for TJ/SE Programs

There is no one single source of federal dollars for TJ – meaning that cities, counties, states and local programs cobble together funding from a variety of sources to cover various parts of the programs.

- TANF
- WIA
- Second Chance Act
- CSBG
- CDBG
- SNAP E&T
- Internal Service/Retained Revenue
- Philanthropic Funding
- Social enterprise earned income

A Key to Success:

Selling TJ/SE to Employers



# TJ Benefits to Employers

- **Ready workers.** TJ participants have both work experience and job-readiness training.
- **Reduced turnover.** TJ participants receive retention services that can help employers reduce turnover costs.
- **Tax credits and wage subsidies.**
- **Increase in productivity** and operational support by having additional workers.

“The workers helped organize systems in the office that the regular staff didn’t have time to work on.”

“Our business was able to service more clients, do more outreach, marketing and capacity building.”

TJ Employers in Chicago

# Resources and Tools to Support Subsidized/ Transitional Jobs Initiatives

**Federal  
Policy**

**Field  
Building  
Activities**

National  
Transitional Jobs  
Network  
Activities

**Technical  
Assistance**

**State and  
Federal  
Advocacy**

# NTJN Technical Assistance

## Need Technical Assistance to...

- get a program launched?
- develop a statewide initiative?
- improve programming?

**Consider the National  
Transitional Jobs Network as  
Your Source**

## Core TA Services:

Program planning  
Budget development  
Staff training  
Fundraising support  
Policy / procedure development  
Site visits  
Operational assessments  
Job descriptions  
Peer learning opportunities  
Data collection and evaluation  
Coalition and task force creation  
RFP development

**Use our resources** – lots of free tools can be found at

[www.transitionaljobs.net](http://www.transitionaljobs.net)

**Ensuring that the Transitional Job is a  
Developmental Experience**

**Getting and Keeping a Job:  
Best Practices for Employment  
Retention and Advancement**

**Transitional Jobs  
Program Design Elements**

**Effective Job Development Strategies  
for Working with the Hardest to Employ**

**Tips for Working with Jobseekers  
Newly Released from Prison**

**Tips for Working with  
Noncustodial Fathers**



## Get Connected. Stay Connected.

Sign up for newsletters: [www.transitionaljobs.net](http://www.transitionaljobs.net)

Email us: [ntjn@heartlandalliance.org](mailto:ntjn@heartlandalliance.org)

Follow us:



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