



**WIB Policy Memorandum**  
**Workforce Investment Board of Tulare County**  
**April 24, 2026**

**TUL PM 26-02**

**To:            WIB Subrecipients**  
**WIB Staff**

**Subject:        Guidance for Multi-Craft Core Curriculum Transitional Jobs**

**Purpose**

This policy establishes the requirements and procedures for implementing Transitional Job placements under the Multi-Craft Core Curriculum (MC3) Program. The policy provides guidance to Workforce Investment Board (WIB) staff and Subrecipients regarding participant eligibility, worksite development, supportive services, employer-of-record arrangements, and program administration.

This policy supplements existing WIB directives governing transitional jobs, supportive services, participant monitoring, and follow-up services.

**Program Overview**

MC3 Transitional Jobs are time-limited, wage-paid work experiences designed to support participants who have completed MC3 pre-apprenticeship training. These placements provide participants with the opportunity to further develop workplace skills, gain practical hands-on experience, and transition into unsubsidized employment.

Transitional jobs serve as structured work-based learning opportunities that allow participants to apply the technical and foundational skills acquired during MC3 training within a real-world work environment aligned with their identified career pathway.

**Participant Eligibility**

To qualify for an MC3 Transitional Job placement, participants must meet the following requirements:

- Successfully complete an MC3 Pre-Apprenticeship Training Cohort 1 or Cohort 2.
- A completed Individual Employment Plan (IEP) that identifies the transitional job as a planned step within the participant's career pathway.

### **Priority of Service**

Priority of service for veterans and eligible spouses of veterans must be provided in accordance with WIB Directive TUL 22-01 (or most current directive) governing priority of service under the WIOA Adult and Dislocated Worker programs.

Veterans and eligible spouses must receive priority consideration for transitional job placements when they meet program eligibility requirements.

### **Transitional Job Requirements**

#### **Duration**

MC3 transitional job placements may not exceed **320 hours per participant** unless prior written approval is obtained from the WIB.

If a participant does not utilize all authorized hours, remaining hours may be reallocated to another eligible participant, with WIB approval, provided the additional hours are documented in the participant's IEP as necessary to support their employment goals and career pathway.

#### **Compensation**

During the term of the agreement, the participant will be compensated only for hours worked performing assigned duties at the worksite.

The minimum pay rate for a transitional job is the California or the minimum wage specific to the industry provided in AB1228 and SB 525. The participant's pay rate must align with the compensation at entry-level employees directly hired by the company in the same or similar position. Compensation will be paid directly to Foundation for Community Colleges.

The following compensation requirements apply:

- Overtime is not permitted under MC3 transitional job placements.
- Participants may work on holidays; however, the hourly rate paid for holiday hours must not exceed the participant's regular hourly rate.

Work schedules must comply with all applicable labor standards and must be approved as part of the worksite agreement.

### **Employer of Record and Payroll Administration**

The WIB has entered into an agreement with the Foundation for California Community Colleges (FoundationCCC) to serve as the Employer of Record for MC3 transitional job participants through the Career Catalyst platform.

Under this arrangement:

- Participants are W-2 employees of FoundationCCC.
- FoundationCCC administers payroll, employment taxes, and workers' compensation coverage.
- Career Catalyst is used to manage participant onboarding, timekeeping, payroll processing, pre-employment screening, and offboarding.
- Wages are issued directly to participants by the FoundationCCC.
- The WIB is invoiced based on participant hours worked.

This arrangement ensures staff maintain responsibility for payroll administration, worksites, and compliance with applicable employment and labor regulations, while minimizing administrative requirements for participating employers.

### **Transitional Job Placement Process**

#### **Step 1 – Participant Referral**

Subrecipient staff must submit an email subject line “**MC3 Transitional Job Referral**” to the WIB Business Resource Specialist (BRS) that includes:

- Participant's first initial and last name
- CalJOBS State ID number

#### **Step 2 – Training Completion Verification**

The WIB BRS must verify that:

- The CalJOBS activity code *224 – Pre-Apprenticeship Training*, has an Actual Begin Date (ABD) and Actual End Date (AED), and the completion status.
- The IEP has been updated and reflects the MC3 training goal.

#### **Step 3 – Worksite Development**

The WIB BRS is responsible for identifying an employer aligned with the participant's career goals and for developing the worksite placement.

This includes:

- Completing the FoundationCCC Worksite Agreement.
- Completing the Pre-Award Survey (WIB Form 24-08).
- Developing a Transitional Job Worksite Plan (WIB Form 24-07)

#### **Step 4: Participant Onboarding**

The Subrecipient must complete the required onboarding request through Career Catalyst system no later than three to five business days prior to the participant's start date.

The ticket request must include the onboarding Excel sheet (Excel sheet is password-protected). The onboarding form has two tabs: (1) Onboarding form, (2) Employee(s) to Onboard.

### **Step 5- Work Site Agreement**

The WIB BRS will utilize the FoundationCCC Worksite Agreement template for all applicable placements.

A single worksite agreement may be used when multiple participants are placed at the same worksite and share the same job title, duties, and scheduled work hours.

Individual worksite agreements must be developed when a placement is unique, and job duties, titles, or schedules differ.

### **STEP 6- CalJOBS Activity Entry**

The WIB BRS is responsible for entering Activity code *321 – Transitional Job*, into the participant’s CalJOBS file.

The WIB BRS will enter the Projected Begin Date (PBD) and Projected End Date (PED) based on the approved Worksite Agreement.

Subrecipient staff must confirm the participant’s first day of work and notify the WIB BRS of the verified start date.

Upon confirmation, the WIB BRS will enter the Actual Begin Date (ABD) in CalJOBS.

If the participant does not begin training on the scheduled start date, the BRS must enter a detailed case note explaining the reason for the delay and update the 321 to reflect the actual training start date.

When the transitional job placement concludes, the WIB BRS will enter the Actual End Date (AED) and close the activity.

### **Step 7: Review and Approval Process**

The WIB BRS will submit the Worksite Agreement to the WIB Business Services Coordinator (BSC) for review and approval prior to obtaining signatures, to ensure the Worksite Agreement, Training Plan, and all required documents are complete.

The WIB BRS will also submit an email to WIB Program Coordinator requesting review of the participant’s case file and Worksite Agreement to ensure all documentation meets MC3 and FoundationCCC requirements.

### **Step 8: Transitional Job Follow-Up Requirements**

Subrecipient staff are responsible for monitoring participant progress during the transitional job placement.

Subrecipient staff must:

- Contact the participant on the first day of work to confirm the participant's start date.
- Notify the WIB BRS of the confirmed start date.
- Maintain contact with the participant at least twice per week throughout the placement to address concerns related to attendance, performance, or workplace issues.
- Provide supportive services or case management services.
- Document all contact and attempted contacts in the participant's CalJOBS case notes.

### **Worksite Eligibility**

Transitional job placements may occur in:

- Public agencies
- Non-profit organizations
- Private for-profit businesses

Transitional job placements may not occur at:

- Temporary employment agencies
- Staffing agencies
- Employee leasing firms

All placements must comply with labor standards applicable under the Fair Labor Standards Act (FLSA).

Prior to placement, the WIB BRS must complete the Pre-Award Survey (WIB Form 24-08) to ensure that the worksite meets safety and eligibility requirements.

### **Timekeeping and Payroll**

Participant timesheets will be managed through *Career Catalyst Workday* system. Participants, Subrecipient, and WIB BRS will utilize this system throughout the participant's transitional job experience.

Participants must submit a timesheet according to the Career Catalyst payroll schedule.

The WIB BRS will:

- Track participant hours worked.
- Review and approve participant timesheet.
- Notify FoundationCCC of any changes to participant hours.

Participant must approve their time sheets to ensure timely payroll processing.

WIB BRS will serve as the timekeeper and must track the number of hours worked, utilize the participant's Google shared tracking log, and approve each participant's electronic timesheet. WIB BRS will also notify the FoundationCCC, through Career Catalyst, of any changes to the participant's hours.

## Roles and Responsibilities

### Foundation for California Community Colleges (FoundationCCC)

FoundationCCC serves as the Employer of Record and is responsible for:

- Processing participant payroll.
- Administering workers' compensation and employment taxes.
- Conducting background checks when required by the worksite.
- Managing onboarding and offboarding through the Career Catalyst platform.
- Ensuring compliance with applicable employment laws.

### Subrecipient Responsibilities

Subrecipients are responsible for:

- Assisting participants with required employment documentation including I-9 and W-4 forms.
- Supporting participant onboarding in coordination with WIB staff and FoundationCCC.
- Completing the new employee onboarding request at a minimum of 3-5 business days prior to the participant's start date.
- Providing ongoing case management and participant support.
- Maintaining regular communication with participants during the transitional job placement.
- Coordinating with the WIB BRS to address participant needs or concerns.

### WIB Business Resource Specialist (BRS) Responsibilities

The WIB BRS is responsible for:

- Developing employer partnerships and identifying transitional job worksites.
- Completing and obtaining signatures on the FoundationCCC Worksite Agreement.
- Completing required pre-award documentation.
- Adding the activity code *321 transitional job* activity in the participant's CalJOBS file.
- Coordinating pre-onboarding through the Career Catalyst system.
- Uploading required documentation into the participant's CalJOBS file within 10 business days of the start date.
- Monitoring participant progress while on the transitional job. If any issues arise, referring the participant to the Subrecipient career coach for additional guidance.
- Initiating participant offboarding when placement ends.
  - Offboarding requests must be submitted to FoundationCCC at least four (4) business days prior to the participant's last day of work.
  - **If a participant is terminated, the offboarding request must be submitted immediately.**

## **Monitoring, Follow-Up, and Closeout**

### **Worksite Monitoring**

The WIB BRS will monitor transitional job placement to ensure:

- Participant safety
- Compliance with labor standards
- Adequate supervision
- Alignment with the approved training plan

### **Follow-Up Services**

If a participant does not obtain employment at the end of the transitional job placement, the WIB BRS will conduct business outreach to identify potential job leads.

Job leads will be shared with the Subrecipient to support continued participant job placement services.

Participants who obtain unsubsidized employment must have employment recorded in CalJOBS. Participants who are co-enrolled in WIOA formula programs must also receive follow-up services in accordance with WIB follow-up service directives.

Please direct questions regarding this policy memorandum to Desiree Landeros, Career Services Coordinator, at [desiree.landeros@tularewib.org](mailto:desiree.landeros@tularewib.org).

Thank you,



Jennie Bautista (Apr 24, 2025 09:07:44 PDT)

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