

Program Narrative for Transitional Jobs (TJ) Program

District Name: _____

Contact Name and Number: _____

Transitional Jobs program funds budgeted for services: \$ _____

Will grant diversion be used to enhance the number served? ____ yes ____ no

(If use of grant diversion will vary, please describe.)

Anticipated number of participants to be served during program period: _____

Program goals and services

A. Please describe the employment opportunities targeted for the Transitional Jobs program, including prospective employers who will be targeted to provide the subsidized employment opportunities.

B. Please describe the specific type(s) of education and/or training to be provided, identifying the education and training providers expected to conduct such training (including if this training is funded with TJ funds or otherwise provided). Specify the expected average weekly hours of education/training (at least 7 hours of paid education/training averaged weekly throughout the month must be included in all TJ program models throughout the duration of the subsidy period). In instances where

the training component will vary by individual, districts should describe the general approach and policy used to determine education and training component.

- C. Provide an estimate of the range of wages to be paid, the number of hours to be subsidized each week, and the expected length of the subsidy period.

- D. Provide a description of expectations at the end of the subsidy period, including job placement services that will be offered to secure unsubsidized employment once the timeframe for the subsidy has expired.

- E. Provide a description of the types of supportive services, including child care and transportation supports and job retention services that will be provided to program participants during and after the subsidy period.

Project Staff and Duties

Identify the project staff and duties for each provider or district staff providing services to participants of the OTDA Transitional Jobs Program.

Position/Title	Estimated Percentage of Time on TJ program	Duties