



A proud partner of the American  network
South Central Workforce Area

Rapid Response Process and Procedure

Dated: January 2023

Table of Contents

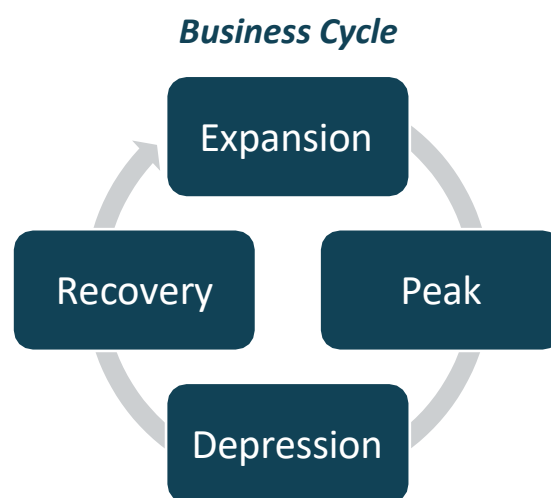
Background.....	3
Business Cycle	3
Rapid Response Process and Procedures.....	6
Pre-WARN	7
Rapid Response Process and Procedure (Post-WARN)	10
Employer Information Meeting.....	11
Standard Services	13
Expanded Services.....	13
Rapid Response Additional Assistance Funding	13
Appendix I- Step 1- Layoff Notification Flowchart.....	16
Appendix II- Employer Information Meeting Sample Agenda.....	17
Appendix III- Step 2- Information Gathering Flowchart.....	18
Appendix IV- Rapid Response Service Delivery Plan.....	19
Appendix V- Step 3- Service Delivery Flowchart	20
Appendix VI- Rapid Response Employer Questionnaire	21
Resources	25

Background

The IowaWORKS system serves its two primary customers, businesses and job seekers, through an array of programs and services that support economic growth and prosperity. The system serves those customers throughout the four phases of the business cycle as depicted below by driving talent development and placement that support recovery and expansion. However, all economies, and the businesses that operate within them, typically also go through phases of contraction. Rapid Response is a critical component of the workforce system's approach to addressing the difficult transitions that businesses and workers must navigate when dealing with contraction – or depression – as outlined in the graphic below.

This procedure guide outlines the IowaWORKS process for the delivery of customer-centered Rapid Response services. Although Rapid Response activities are further defined and listed later in this guide, it is important to first understand that the full process for Rapid Response in Iowa is based upon the following key components:

- **Strong business relationships that lead to consistent engagement and communication.** These relationships are typically established through integrated, solutions-focused business services that help employers find and retain the talent.



They support an understanding by the system of companies' ongoing health and early warning of potential layoffs. This information can inform and drive the provision of layoff aversion services (outlined on page 8).

- **Efforts to prevent or mitigate layoffs:** Typically known as layoff aversion, these services connect businesses to resources to help prevent dislocations. IowaWORKS' business services staff can assist companies that are at risk of closure or workforce reductions by partnering with the employer to develop successful strategies to help the business operate more efficiently while improving productivity and reducing costs. Pre-established business relationships are critical to the system gaining access to the information to design and deliver these services. In other words, staff need the businesses to share with them the circumstances of the situation so they can develop a solution that is effective and implementable by the company. Layoff aversion services are further defined and explained later in this guide, however, an example of a layoff aversion service might include training to upgrade staff skills to deliver a new product or service that will expand the company's market and allow them to retain, rather than reduce, their workforce.
- **Integration with the system's comprehensive offering of programs and services:** Just like other services funded through the Workforce Innovation and Opportunity Act (WIOA), Rapid Response services allows states and local areas to play an active role in shaping and maintaining a

competitive, resilient regional workforce. In fact, Rapid Response is often the first step for many workers and employers whose needs can be addressed by the larger workforce system. Rapid Response customers, both employers and workers, should have access to the full array of services the system has to offer to effectively support their transition to a new career or phase in the business cycle. It is the role of the Local Rapid Response Team (LRRT) to coordinate business and job seeker services across partners and think strategically about how those resources are designed and communicated to impacted businesses and workers.

- ▶ **Accountability:** Just like all other WIOA Title I funded services, Rapid Response has federal tracking and reporting requirements to ensure compliance, accountability, and an effective investment of taxpayers' dollars. Local Rapid Response teams should follow the tracking and reporting process outlined in this guide to ensure that funds expended, services delivered and outcomes achieved through Rapid Response can be easily identified and shared.

What is Rapid Response?

Rapid Response is a pro-active, business-focused, and flexible strategy designed to respond to layoffs and plant closings, including those that result from increased competition from imports, natural disasters, and other events, by quickly coordinating services and providing immediate aid to companies and their affected workers. Rapid Response teams work with employers and any employee representative(s) to quickly maximize public and private resources to minimize disruptions associated with job loss. Rapid Response can provide customized services on-site at an affected company, accommodate any work schedules, and assist companies and workers through the painful transitions associated with job loss.

Rapid response activities must include:

- ▶ Layoff aversion activities as described in [20 CFR 682.320](#), as applicable.
- ▶ Immediate and on-site contact with the employer, representatives of the affected workers, and the local community, including an assessment of and plans to address the:
 - Layoff plans and schedule of the employer.
 - Background and probable assistance needs of the affected workers.
 - Reemployment prospects for workers; and
 - Available resources to meet the short and long-term assistance needs of the affected workers.
- ▶ The provision of information and access to unemployment compensation benefits and programs, such as Short-Time Compensation, comprehensive one-stop delivery system services, and employment and training activities, including information on the TAA program, Pell Grants, the GI Bill, and other resources.
- ▶ The delivery of other necessary services and resources including workshops and classes, use of worker transition centers, and job fairs, to support reemployment efforts for affected workers.
- ▶ The South Central Local Workforce Development Board (LWDB) and chief elected official(s) ensure a coordinated response to the dislocation event and, as needed, obtain access to State or local economic development assistance. Such coordinated response may include the

- development of an application for a national dislocated worker grant.
- The provision of emergency assistance adapted to the particular layoff or disaster.
- As appropriate, developing systems and processes for
 - Identifying and gathering information for early warning of potential layoffs or opportunities for layoff aversion.
 - Analyzing, and acting upon, data and information on dislocations and other economic activity in the State, region, or local area; and
 - Tracking outcome and performance data and information related to the activities of the rapid response program.
- Developing and maintaining partnerships with other appropriate Federal, State, and local agencies and officials, employer associations, technical councils, other industry business councils, labor organizations, and other public and private organizations, as applicable, in order to-
 - Conduct strategic planning activities to develop strategies for addressing dislocation events and ensuring timely access to a broad range of necessary assistance; and
 - Develop mechanisms for gathering and exchanging information and data relating to potential dislocations, resources available, and the customization of layoff aversion or rapid response activities, to ensure the ability to provide rapid response services as early as possible.
- Delivery of services to worker groups for which a petition for Trade Adjustment Assistance has been filed.
- The provision of additional assistance, as described in [20 CFR 682.350](#), to local areas that experience disasters, mass layoffs, or other dislocation events when such events exceed the capacity of the local area to respond with existing resources as provided under [WIOA sec. 134\(a\)\(2\)\(A\)\(i\)\(II\)](#).
- Provision of guidance and financial assistance as appropriate, in establishing a labor-management committee if voluntarily agreed to by the employee's bargaining representative and management. The committee may devise and oversee an implementation strategy that responds to the reemployment needs of the workers. The assistance to this committee may include-
 - The provision of training and technical assistance to members of the committee; and
 - Funding the operating costs of a committee to enable it to provide advice and assistance in carrying out rapid response activities and in the design and delivery of WIOA-authorized services to affected workers.

Rapid Response activities may also include:

- Activities that are intended to minimize the negative impacts of dislocation on workers, businesses, and communities and ensure rapid reemployment for workers affected by layoffs.
- The provision of guidance and/or financial assistance to establish community transition teams to assist the impacted community in organizing support for dislocated workers and in meeting the basic needs of their families, including heat, shelter, food, clothing and other necessities and services that are beyond the resources and ability of the one-stop delivery system to provide.

Who is our Local Rapid Response Team?

1. The South Central Local Rapid Response Team (LRRT) is comprised of individuals that provide information, resources, and services to assist affected employers and workers. The LRRT will oversee planning implementation, and tracking/reporting of Rapid Response services, including Layoff Aversion at the local level.
 - ▶ WIOA Title I
 - ▶ Wagner Peyser – Title III
 - ▶ Business Engagement Consultant

Additional partner programs may be added to the team based on the unique circumstances of an event and specific needs of the impacted business and workers. Examples include, but are not limited to:

- ▶ Department of Health and Human Services
- ▶ Adult and Basic Education
- ▶ Iowa Vocation Rehabilitation Business Services representative
- ▶ Local Veterans Employment Representative (LVER)
Department of Labor EB

The South Central Local Rapid Response Team Lead (LRRTL) will be the WIOA Title I Operations Manager and their responsibilities at a minimum, include:

- ▶ Engaging in regular two-way communication with the State Rapid Response Coordinator (SRRC) and Local Rapid Response Team.
- ▶ Coordinating business and job seeker services across partners; and
- ▶ Ensuring Rapid Response activities are reported accurately and timely in IowaWORKS and preparing accurate and timely reports for the LWDB.

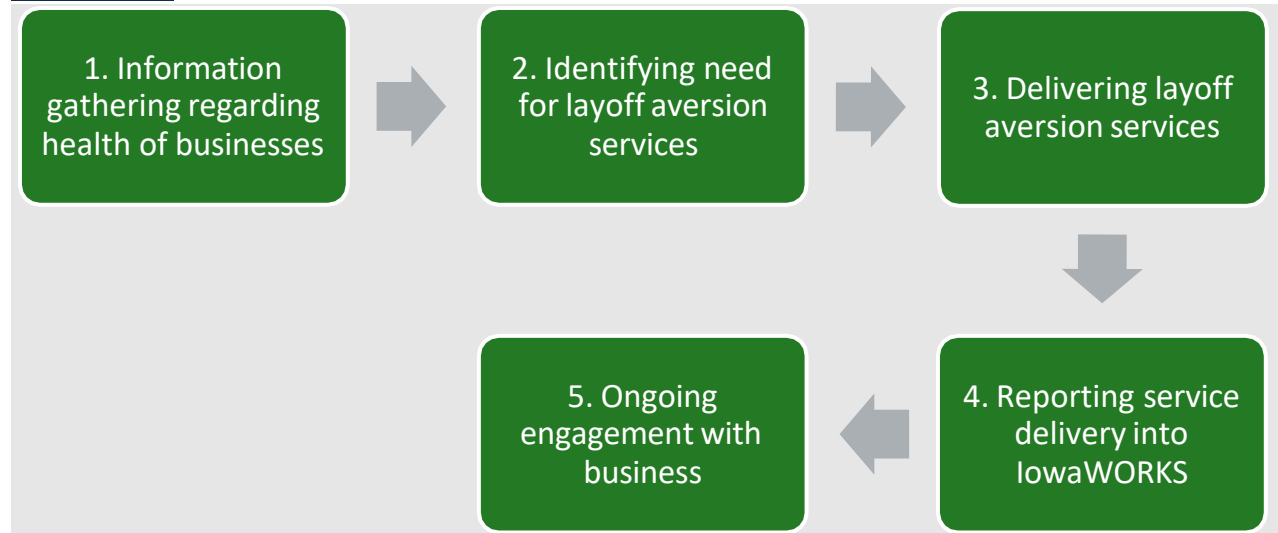
Rapid Response Process and Procedures

This section of the guide outlines the process and procedures the South Central LRRT follows when designing, implementing, and reporting on Rapid Response activities.

The Rapid Response array of services can be divided into two parts: pre-WARN and post-WARN. The WARN ([Worker Adjustment and Retraining Notification](#)) Act protects workers, their families, and communities by requiring employers with 100 or more employees to provide at least 60 calendar days written notice of a closing or mass layoff affecting 50 or more employees at a single site.

- ▶ Pre-WARN: the activities and services provided by the IowaWORKS Center prior to a decision to reduce the number of workers via layoff. Often during the “pre-WARN” phase, IowaWORKS Center staff are not aware necessarily it is “pre-WARN.” However, the intent is that services based on the need of the employer customer would be delivered. Layoff Aversion strategies occur during a “pre-WARN” phase.
- ▶ Post-WARN: Rapid Response services

Pre-WARN



Layoff Aversion

The overall goal of layoff aversion is proactively saving jobs. Layoff aversion strategies are those activities or services provided through the local workforce system, which prevent or limit dislocations. Per [20 CFR 682.320](#), layoff aversion consists of strategies and activities to prevent or minimize the duration of unemployment resulting from layoffs. Effective layoff aversion strategies benefit workers, employers, communities, and state and local workforce areas in the following ways:

- ▶ Workers
 - Retain current jobs
 - Quickly transition to new jobs
- ▶ Employers
 - Retain a trained workforce
 - Reduce the costs of downsizing
 - Potentially saving the business
 - Provide a range of other business solutions
- ▶ Communities
 - Less disruptive
 - Cost savings
 - Greater revenue from successful businesses
 - More jobs
- ▶ Iowa Workforce Development and South Central LWDA
 - Demonstrates the value of the workforce system
 - Supports economic vitality and development

The left-hand column of the table below outlines layoff aversion strategies as included in the Federal Regulations at [20 CFR 682.320](#). The column on the right provides examples of how these strategies might be executed or applied by the public workforce system.

Layoff Aversion Strategies

Regulations	Examples Practical Application
<p>Providing assistance to employers in managing reductions in force, which may include early identification of firms at risk of layoffs, assessment of the needs of and options for at risk firms, and the delivery of services to address these needs.</p> <p>Partnering and contracting with business- focused organizations to assess risks to companies, propose strategies to address those risks, implement services, and measure impacts of services delivered</p>	<ul style="list-style-type: none"> ▶ Help companies assess risk ▶ Establish an early warning system ▶ Customized services for companies deemed at risk ▶ Work sharing ▶ Temporary furloughs
<p>Ongoing engagement, partnership, and relationship building activities with businesses in the community, in order to create an environment for successful layoff aversion efforts and to enable the provision of assistance to dislocated workers in obtaining reemployment as soon as possible.</p>	<ul style="list-style-type: none"> ▶ Build and maintain relationships with companies to facilitate communication ▶ Human resources solutions
<p>Funding feasibility studies to determine if a company’s operations may be sustained through a buyout or other means to avoid or minimize layoffs.</p>	<ul style="list-style-type: none"> ▶ Customized solutions and studies
<p>Developing, funding, and managing incumbent worker training programs or other worker upskilling approaches as part of a layoff aversion strategy or activity.</p> <p>Connecting businesses and workers to short term, on the job, or customized training programs and registered apprenticeships before or after layoff to help facilitate rapid re-employment.</p>	<ul style="list-style-type: none"> ▶ Provide skills upgrade training to existing employees ▶ Pay (or help to pay) for training on new equipment or product line ▶ Coordinate services of various entities (e.g. community college, economic development groups) involved with the company
<p>Connecting companies to</p> <ul style="list-style-type: none"> ▶ Short time compensation or other programs designed to prevent layoffs or to reemploy dislocated workers quickly, available under UI programs; ▶ Employer loan programs for employee skill upgrading; and ▶ Other Federal, State, and local resources as necessary to address other business needs that cannot be funded with Rapid Response funds 	<ul style="list-style-type: none"> ▶ Inform companies of programs available which could reduce or prevent layoff <ul style="list-style-type: none"> ▪ Workshare ▪ Revolving loan funds ▪ Access to capital ▪ Tax credits ▶ Financial management
<p>Establishing linkages with economic development activities</p>	<ul style="list-style-type: none"> ▶ Coordinate services of various entities (e.g. community college, economic development groups) involved with the company
<p>Conducting analyses of the supplies of an affected company to assess their risks and vulnerabilities from a potential closing or shift in production</p>	<ul style="list-style-type: none"> ▶ Business process improvements ▶ Connect to organizations such as Manufacturing Extension

Partnership (MEP) for support with risk assessment and solution development

Engaging in proactive measures to identify opportunities for potential economic transition and training needs in growing industry sectors or expanding business; and

- **Incumbent worker training**
- **Customized training**

Notification of Future Layoffs

In situations when Layoff Aversion strategies have been unsuccessful in assisting a business in retaining their workforce, and a public announcement has been made that the business will conduct layoffs or will close more than 180 days in the future from the time of the announcement, the following must be implemented:

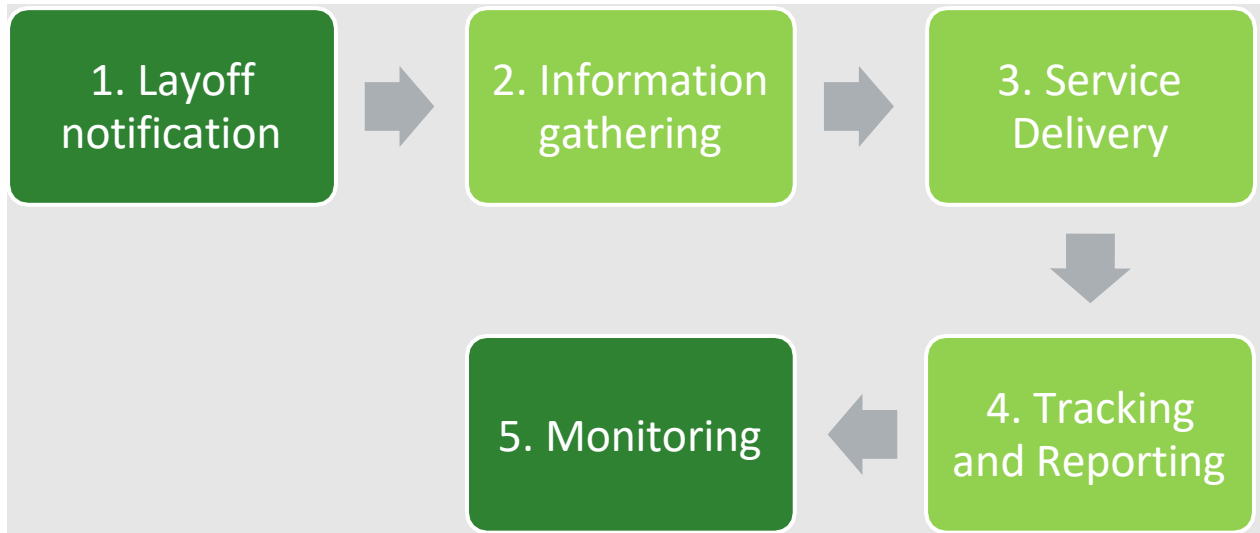
- Quarterly check-ins must be conducted with the business up until 180 days prior to layoff, at which time more frequent contacts are expected to for further planning of service provision with the affected workers,
- All contacts must be documented in IowaWORKS under the Employer Profile with a case note; and
- Contact must include, but is not limited to, a plan for upcoming contacts, plan for services, and possible planning of a pre-Worker Information Meeting to offer Basic Career Services.
 - Pre-Worker Information Meetings can be utilized to enroll individuals into appropriate programs, as necessary, and to provide Basic Career Services.

Pending the nature of the layoff or closure, the SRCC or the LRRT will conduct the quarterly contacts, as outlined above. Coordination between the SRCC and the LRRT is imperative to prepare for a seamless transition for workers.

For purposes of dislocated worker program eligibility, workers who are employed at a business which announces they are closing, are eligible for basic career services only until 180 days prior to the business closing, at which time they are then eligible for all other services.

Rapid Response Process and Procedure (Post-WARN)

The Rapid Response process and procedure is shared jointly by IWD and the South Central LWDA. The tasks of IWD are identified in the dark green boxes while the tasks of the LWDA is identified in the light green boxes. Each step in the five-step process of Rapid Response is detailed below.



1. Layoff Notification

In Iowa, there are two types of WARNs that a company must file, Federal and State. The Federal and State WARN should be sent to:

State Rapid Response Coordinator
 Iowa Workforce Development
 3420 University Avenue
 Waterloo, IA 50701
 Phone: [319-235-2123](tel:319-235-2123) ext. 41310
 Fax: 319-235-1068
 Email: dislocated.worker@iwd.iowa.gov

South Central LWDA may also receive notification of a Local Non-WARN event and will be submitted via the [Local Non-WARN event form](#). All three are alerts to start the Rapid Response process.

	Who Submits?	Size of Company	# of employees impacted	Required notice to employees
Federal	Employer	100 or more	Closing: 50 or more will be affected during a 30 –day period. Mass Layoff: when 500 or more employees or 33% of workforce will permanently lose their job during a 30-day period.	60 days
State	Employer	25 - 99	A permanent or temporary shutdown or mass layoff of 25 or more employees for a period exceeding 6	30 days

			months.	
Local Non-WARN	Local Office	Below 25	Below 25	N/A

Upon receipt of a WARN, the State Rapid Response Coordinator (SRRRC) reviews and verifies, if necessary, the following information:

- ▶ Company name and address
- ▶ Number of workers affected
- ▶ Anticipated layoff date
- ▶ Type of Layoff/Closing
- ▶ Union representation, if applicable
- ▶ Local company contact name and phone number

The SRRRC, sends an email to the company acknowledging receipt of their WARN (or other method of layoff notification).

After verification of the information, the SRRRC enters the information in IowaWORKS and sends an email throughout the state notifying the workforce system stakeholders of the layoff notification. For the Local Rapid Response Team Lead (LRRTL), this email serves as notification to the LRRTL to begin step two (Information Gathering) in the process.

A flowchart of the steps in step one is located in [Appendix I](#).

2. Information Gathering

Upon receipt of the email from the SRRRC providing notification of the layoff, the LRRTL has two business days to attempt contact with the employer for purposes of arranging the Employer Information Meeting.

If collective bargaining/union is involved, they need to be advised of services being provided for soon-to-be dislocated workers. Determine if the company will reach out to stewards, or if they prefer the LRRTL will contact and provide the Employer Information Meeting update.

Notes of outreach and communication with the employer should be maintained in IowaWORKS. Document the initial contact with the business under the Employer Profile under Activities using service E-11 Provided Rapid Response/Downsizing Assistance and add a case note with details of Employer Meeting date/time.

Additional guidance on entering services and case notes can be found in the IowaWORKS System User Guide.

Employer Information Meeting

The purpose of the Worker Information Meeting is to gather more detailed information about the pending layoff, demographics of the affected workforce and the types of services that the business and impacted workers will need. This information gathering typically happens through direct discussion with the employer. A Rapid Response Employer Questionnaire can be found in Appendix VI as an outline for

information to gather. The Employer Information Meeting is also an opportunity to introduce the employer to the Dislocated Worker Survey. The LRRT requests a list of the impacted workers emails to send survey to or ask that the employer sends the survey to workers impacted by the pending layoff. The South Central Dislocated Worker Survey can be accessed here: [Dislocated Worker Survey- South Central](#)

The survey includes questions regarding the workers' education, experience, work history and interest in services available through the public workforce system. The results of the Survey help the LRRT understand the needs of the impacted workers to appropriately design the Worker Information Meeting as well as plan service delivery going forward. In fact, one of the key objectives of the Employer Information Meeting is a commitment from the employer to send out the Survey to appropriate workers.

The Employer Information Meeting is also a time to gather information on payout options to employees. Ask the employer for an unsigned template of the agreement workers are required to sign in order to get their payout/benefits. If the company can provide a document, we will send it to the IWD Legal team so they can issue interpretation. Companies will usually require an email request. The email may be worded as follows:

It would be helpful to understand payout arrangements for workers to make sure we know how the pay will/could impact their unemployment insurance. We would request from the company, a copy of a template letter employees are expected to sign which communicates the stipulations/expectations to receive a payout after the last day of work. It doesn't have to be signed by any employee, only a copy of an agreement. The Iowa Workforce Development Unemployment legal team will then determine if the pay is considered deductible or nondeductible from their unemployment. This helps with consistency of communication when explaining the unemployment to workers at the meeting.

No details of the downsizing or closure is shared with the media. It is the discretion of the company to do so. The WARN notice details and Rapid Response Employer Information Meeting is confidential.

Attendees for the Employer Information Meeting should include from the LRRT the following individuals:

- ▶ LRRTL (Title I Operations Manager)
- ▶ Title III Operations Manager
- ▶ One-Stop Operator

Employer Information Meetings may happen in person, virtually, or via a telephone call. The LRRTL should send a calendar invite to all necessary attendees, including the employer and Union Representative (if applicable). The LRRTL will function as the lead in the meeting. A sample agenda for an Employer Information Meeting is contained in [Appendix II](#).

Information gained via the Employer Information Meeting should inform the Rapid Response Service Delivery Plan which is included in [Appendix IV](#).

A flowchart of the steps in step two is located in [Appendix III](#).

3. Service Delivery

Using the Rapid Response Service Delivery Plan document in [Appendix IV](#) to guide discussion between partners, the LRRTL ensures that a plan is delivered to meet the needs of the affected workers. Services for the affected workers are divided into two categories: standard and expanded.

Standard Services are provided at the Worker Information Meeting. Based on the needs of the affected workers, Expanded Services may also be provided at the Worker Information Meeting.

Standard Services

Provision of information regarding:

- ▶ Unemployment Insurance
- ▶ Training Services
- ▶ Career Services
- ▶ Insurance and retirement
 - COBRA- USDOL Employment Benefit Security Administration
- ▶ Trade Adjustment Assistance
- ▶ Adult Education- based on need
- ▶ Vocational Rehabilitation- based on need
- ▶ Outline next steps for affected workers
 - Schedule appointment with Career Planner, etc.
 - Trade Navigator or Career Planner may set up Office Hours at company location

Expanded Services

Expanded Services includes the Standard Services plus additional activities developed and/or organized specifically for the affected workers of a specific dislocation event. Expanded Services can be delivered at the same event as the Worker Information Meeting(s) or at a different date, time, and location.

Examples of Expanded Services include, but are not limited to:

- ▶ Job Fair (can be provided in multiple formats: in-person, virtual, drive-through)
- ▶ Workshops
 - Resume writing
 - Interview Skills
 - Money Management

Rapid Response services (Standard and Expanded) are one on-ramp or entry point for an affected worker to access the myriad of services available to dislocated workers in the IowaWORKS system.

Rapid Response Additional Assistance Funding

As the RR Plan is being developed, it should be determined if additional funding is needed by the LWDA to carry out the planned services. RRAA funds expended for dislocation events are event-driven and can be used for direct career services to participants. This can include basic, individualized and follow-up services as defined in 20 CFR [678.430](#).

RRAA funds can only be requested from local areas that have insufficient resources to address natural disaster, mass layoff or plant closings, or in the event that precipitate substantial increase in number of unemployed individuals. LWDA may only request RRAA when WIOA Title I Dislocated Worker formula funds are insufficient to assist workers impacted by a layoff event. Documentation must be provided which demonstrates at least 70% of the Dislocated Worker Title I funds, for the current and previous program year, have been obligated.

The opportunity for Rapid Response Additional Assistance (RRAA) from IWD includes the request process outlined below.

- ▶ Complete RRAA Form
- ▶ Complete Budget Narrative
- ▶ Submit RRAA form to Dislocated.Worker@iwd.iowa.gov

Approval of the request will be based upon:

- ▶ availability of state funds;
- ▶ submitted materials; and
- ▶ review of past Dislocated Worker program and project performance.

A flowchart of the steps in Step 3 is located in [Appendix V](#).

4. Tracking and Reporting

The Worker Information Meetings (WIM) must be tracked in IowaWORKS. The local LRRT will decide who on the team will document the WIM in IowaWORKS. The LRRTL will oversee all necessary reporting in IowaWORKS is completed. Once the LRRTL has determined the date and time of the WIM, the following steps must occur:

- ▶ Set up a Worker Information Meeting Event in IowaWORKS
 - Event category is “Rapid Response”
- ▶ Register attendees for WIM
- ▶ Result WIM within 48 hours of completing the WIM assigning those who attended with the 110-Attended a Rapid Response Worker Information Meeting service

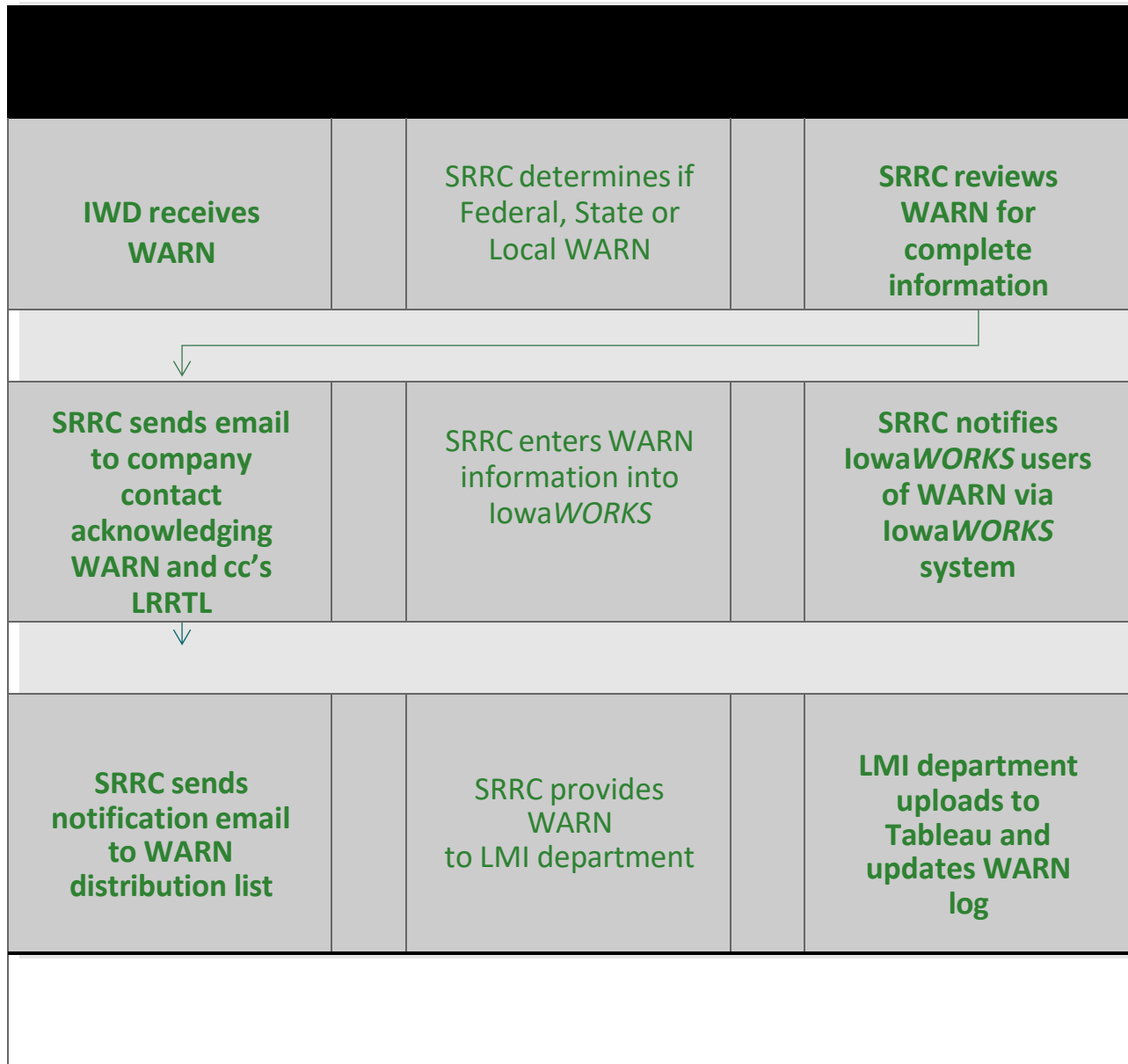
Additional guidance on entering and resulting Rapid Response Event can be found in the IowaWORKS System User Guide.

5. Monitoring

Monitoring and oversight is a key requirement for all federal and state-funded programs and services delivered through the IowaWORKS system and Rapid Response is no exception. The U.S. Department of Labor’s Employment and Training Administration (USDOL/ETA) has responsibility for monitoring of Rapid Response at the federal level and may include a review of local Rapid Response service delivery in its oversight of its grant recipient, IWD. IWD also incorporates a review of Rapid Response activities in its

monitoring of the South Central LWDB. Finally, as with all federal and state funded programs, the LWDB does conduct local monitoring of Rapid Response to ensure all activities and services funded through the program are allowable and implemented in a compliant and effective manner.

Appendix I- Step 1- Layoff Notification Flowchart



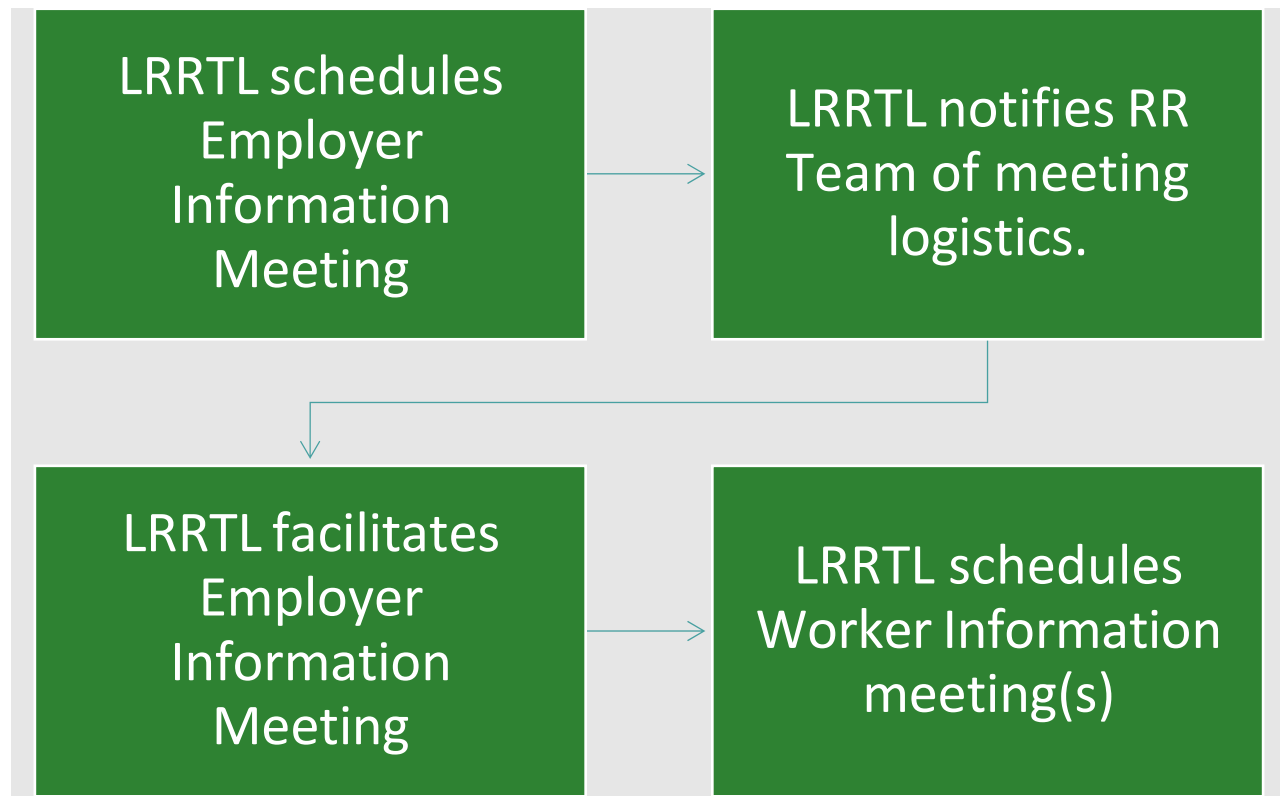
Appendix II- Employer Information Meeting Sample Agenda

IowaWORKS/Employer X Information Gathering Meeting

Month Day, Year

2. Introductions
 - a. Employer introduces representatives
 - b. Local Rapid Response Team introduces members and functions
3. Meeting purpose
 - a. Learn more about the employer, their situation and workforce to develop a strategy for providing services and support for both the company and their impacted workers
4. Brief Rapid Response overview
 - a. Program is federally funded and no cost to employer or dislocated worker
 - b. Services can be accessed up to 6 months prior to layoff
 - c. Types of services available to businesses and impacted workers
 - d. Benefits to employers and impacted workers:
 - i. On-site workshops designed to meet the employer's needs
 - ii. If employer is using outplacement firm, program can complement their services
 - iii. Encourage employees to continue to work until layoff date (reduce attrition)
5. Discovery discussion
 - a. Challenges and circumstances causing layoff
 - i. Is there any support that could help prevent the layoff?
 - b. Dates for layoffs, numbers of workers, their occupations, skill levels, etc.
 - c. Primary or secondary competitors (for potential rapid reemployment)
6. Transitioning Worker Success Survey
 - a. Purpose of survey
 - b. Timing and process for survey implementation
 - c. How the data collected will be used
7. Worker Information Meeting
 - a. Benefits
 - i. Early intervention to help employees be prepared for career transition before layoff
 - b. Timing and location
 - c. Provide sample agenda
8. Next steps

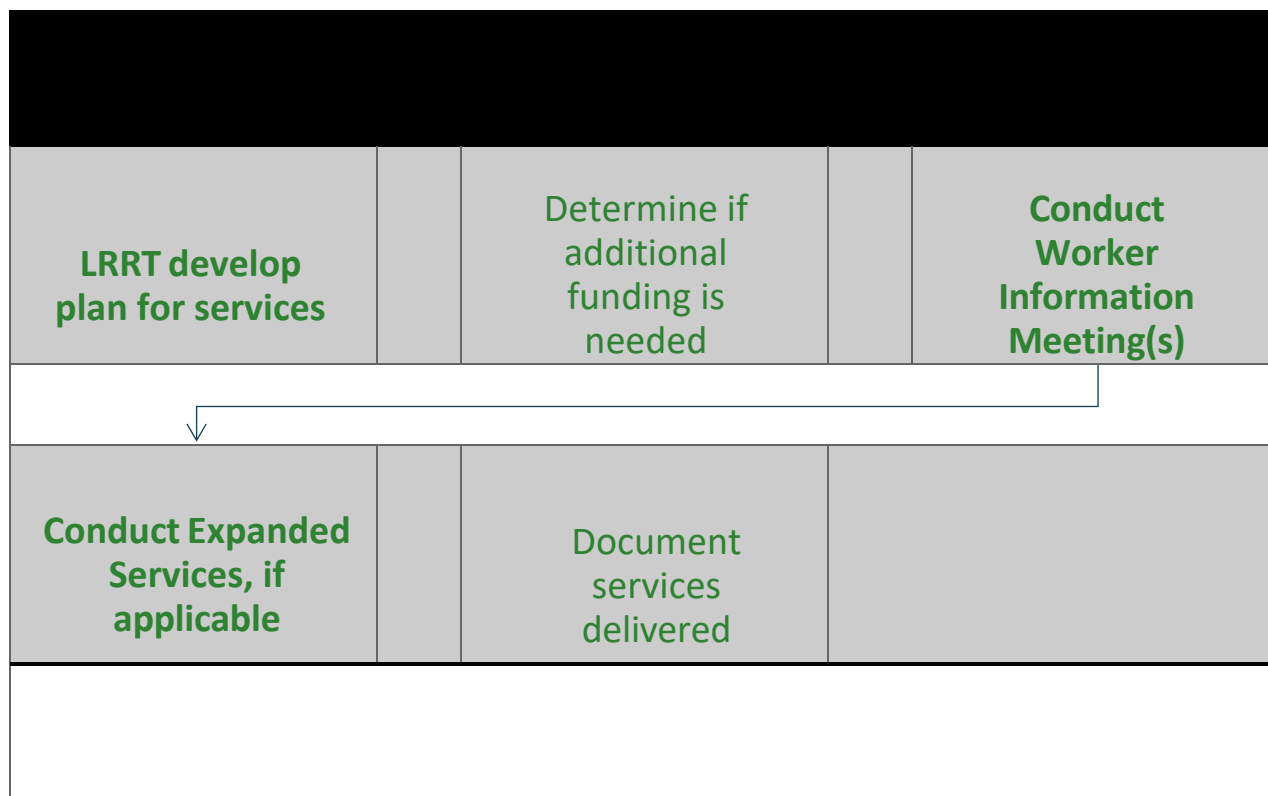
Appendix III- Step 2- Information Gathering Flowchart



Appendix IV- Rapid Response Service Delivery Plan

Company Name	
Address	
Contact Person/ Information	
Description of company	
Trade petition filed or certified	
Layoff Details <ul style="list-style-type: none"> ■ Number of affected workers ■ Anticipated layoff date(s) ■ Types of positions ■ Other 	
Demographics of affected workforce	
Summary of transferable skills of affected workers	
Companies in the area needing similar skills	
Workforce Information Meeting(s)	
Date(s)	
Time(s)	
Location	
Partners to attend	
Standard or Expanded? If expanded, provide description.	
Is additional funding needed to provide Expanded Services? If yes, please describe.	
TAA next steps	

Appendix V- Step 3- Service Delivery Flowchart



Appendix VI- Rapid Response Employer Questionnaire

Rapid Response Planning- Employer Questionnaire

Company Name:

Layoff Basics

Primary Contact/Title	
Date/s of planned layoff:	
Number laid off on each date:	
Shifts/worker hours of impacted workers:	
If applicable, union name and union contact information:	
Number of union employees:	
Number of non-union employees:	
Number with bumping right:	
Reason for layoff or closing:	<input type="checkbox"/> Business slowdown <input type="checkbox"/> Relocation <input type="checkbox"/> Foreign trade/completion <input type="checkbox"/> Natural Disaster <input type="checkbox"/> Bankruptcy <input type="checkbox"/> Takeover <input type="checkbox"/> Consolidation <input type="checkbox"/> Buy out <input type="checkbox"/> Automation <input type="checkbox"/> Other:
Affiliated companies affected by layoff: (security, trucking, janitorial, cafeteria, etc.)	

Trade Adjustment Assistance (TAA) Funding

IWD will pursue Trade Adjustment Assistance (TAA) funding from the Department of Labor (DOL), as much as possible, to assist the dislocated worker group. The cooperation in answering questions will help the workers

access additional benefits to help them transition. TAA Program Coordinators will gather more details from employers in conjunction with this survey.

<p>Is the company headquarters in the US?</p> <p>Are there any international branches, subsidiaries, or parent companies located outside the US?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Are the positions being eliminated relocating elsewhere to be performed by other individuals? If so, where will they be located too, and do current employees have the option to apply for those positions?</p>	
<p>Are these layoffs necessary due to part or whole to decreases in sales due to global completion?</p>	
<p>Are the layoffs necessary due to part of whole to decreases in sales due to global competition?</p>	
<p>Influence to lines of service, distribution, supply/supply chain management contracts, and production; either directly or indirectly, due to foreign partnerships/business/trade:</p>	
<p>Transfers of business lines or production to another location, if applicable- specific area:</p>	

Worker Demographics

Counties/State that most employees live in:

Total Number of employees:

- Workers affected: Males Females
- Temporary:
- On contract:
- Retiring:
- Transfers/relocate:
- Absorbed by new company:
- Still in school:
- Confirmed other employment:

Language barriers: (will we need an interpreter for meetings, workshops, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No No Language:
Physical/Mental Disabilities: (Technology accommodations needed)	
Average age of workforce:	<ul style="list-style-type: none"> - Any over 50 that may find age a barrier? - How many, if any, do you anticipate will retire?
Average length of services:	
Minimum education level:	
General categories of occupations and skill level of workforce:	
Average Wage:	

Planned Benefits

Existing company sponsored training programs, either on or off site:	
Severance pay contingencies and stipulations:	

Medical package:

Additional benefits offered by company:

(bonus, vacation payout, etc.)

Outplacement- Name of organization	
------------------------------------	--

Worker Information Meetings:

Facilities on site for employee meetings:	
---	--

Employees allowed to attend during work hours:	
--	--

Number of meetings preferred to accommodate shifts:	
---	--

Media Contact

Who is the corporate representative responsible to answer questions by the media?	
---	--

What resources and services would assist the transitioning workforce prior to their layoff date?

Job Fair

Job Search

Resume writing

Money Management

Interviewing Skills

Other:

Resources

- [Workforce Innovation & Opportunity Act](#)
- [Electronic Code of Federal Regulations](#)
- [Training and Employment Guidance Letter 26-14: WIOA Transition Authority for Effective Use of Rapid Response Funding](#)
- [Training and Employment Notice 09-12: Layoff Aversion in Rapid Response Systems](#)
- [WIOA Fact Sheet: Rapid Response](#)
- [Rapid Response Solutions for Businesses](#)
- [Rapid Response Services for Workers](#)
- [National Employment Law Project's Layoff Aversion Guidebook](#)