



WIA TITLE I-B AND ARRA PROGRAM MANAGEMENT POLICIES AND PROCEDURES

MEMORANDUM #08-12

To: All WIA Title I-B and ARRA Dislocated Worker Program Subrecipients

Subject: Rapid Response

Supercedes: Rapid Response #02-12

Effective Date: February 17, 2009

A. BACKGROUND

The purpose of Rapid Response is to support the delivery of services for dislocated workers to transition to new employment following a permanent closure, mass layoff, approved trade impacted event, or a natural or other disaster resulting in a mass job dislocation.

Rapid Response assistance will build and strengthen labor-management cooperation with a coherent dislocated worker strategy for Snohomish County's workers and businesses. This policy supports the Workforce Investment Act section 101 and 134 for rapid response required activities and related federal regulations for WIA 20 CFR 665.310, 671.160, and 671,170.

B. POLICY

WIA (Public Law 105-220, Sec. 101(38)) requires Rapid Response activities for mass layoffs, plant closures, disasters, trade events, or other dislocation events which substantially increase the number of dislocated workers.

Activities include:

1. Identify strategies and partners for ensuring comprehensive Rapid Response assistance including layoff aversion with economic development entities, prefeasibility studies, incumbent worker training, and development of a community operational plan that addresses the needs of dislocated workers including displaced homemakers. Local plans will support and maintain capacity to provide on-site contact with employers and employee representatives including consultation to provide comprehensive assistance, subject to availability of federal and state funds, for dislocated workers.
2. Carry out local development and administration of United States Department of Labor National Emergency Grants and to provide supplemental dislocated worker funds to respond to the needs in an integrated service delivery approach.

3. Exchange information with the State Dislocated Worker Unit about dislocation events and prepare applications for additional Rapid Response assistance to respond to the needs of the specific event to assist with the state and local coordinated response.
4. Prepare initial dislocated worker Employer Event Service Action Plan, usually within two weeks of notification, once any labor-management negotiations are completed.
5. Approve community operational Rapid Response activities to be undertaken by the Business Services Team
6. Coordinate with unemployment insurance telecenter services for dislocated workers.

C. PROCEDURES

Under the direction of Workforce Development Council Snohomish County (WDCSC), the WorkSource Snohomish County Business Services Team plans and delivers on-site assistance for dislocation events with the employer, labor, and/or representatives of the affected workers.

Activities include:

1. Determine proposed layoff schedule and employer plans to assist the worker status of any collective bargaining negotiations affecting layoff benefits.
2. Inform the Business Services Team of any information related to severance, separation pay, retirement incentives, and voluntary layoffs.
3. Assess reemployment prospects for workers in the local community.
4. Determine workforce skill background and related information and probable workforce development assistance needs of the affected workers.
5. Avert potential layoffs through coordination with WDCSC.
6. Maintain inventory of available workforce resources for on-site meetings to meet the short and long-term assistance needs of the affected workforce.
7. Determine the need for outreach peer workers support to connect dislocated workers with services.
8. Ensure procedures for the timely access to WorkSource programs and information such as unemployment compensation, Wagner-Peyser, WIA, Trade Adjustment Assistance (TAA), and other necessary services to carry local event action plans.
9. Advise WDCSC of the need for a voluntary labor-management or a workforce transition committee comprised of representatives of the employer, affected workers or their representatives, and other community entities as appropriate. The purpose of these committees is to assist in planning and overseeing an event-specific strategy that supports reemployment of the affected workers.
10. Since WorkSource assistance requires full consultation when WIA programs will serve union members, notifying WDCSC which will provide affected unions with an opportunity to comment on any proposed WIA and/or ARRA programs when their members are

engaged in similar work. Written labor concurrence is required when a WIA and/or ARRA training proposal would be inconsistent with a specific bargaining agreement unless the union and employer organization concur in writing with respect to WIA and/or ARRA activities.

11. While Business Services Team members carry out their statutory responsibilities, they must be fully cognizant of any ongoing collective bargaining negotiations related to the plant closing or layoff. They must be aware of the impact that the offer of services and resources may have on the negotiation process, especially with respect to financial arrangements related to the provision of severance benefits. Rapid Response staff must be cautious and avoid actions, to the maximum extent possible, which may impact this negotiation process.

12. The Business Services Team Lead prepares the Washington State Rapid Response Monthly Case Report (Attachment A) and submits it to WDCSC each month.

WDCSC is responsible for utilizing information collected by the Business Services Team to develop and implement community operational plan strategies and procedures including labor and business consultation and/or concurrence for addressing local expedient events.

Washington State Rapid Response Activity Matrix

Washington State Local Matrix Rapid Response (RR) Activity	State DWU	State DWU For Major Layoff	DWU DOL 800 (WEB)	WDC	Business Services Team
State to make appropriate Rapid Response resources available to WDC service providers based upon submitted requests for local Rapid Response, including Peer Worker	X				
Work with employers, labor, and business organizations in promoting labor-management cooperation	X	X	X	X	X
Operate a monitoring, reporting, and management system for effective program management, review, and oversight	X			X	X
Provide technical assistance, capacity building, and advice to local partners, special projects, CQI	X	X		X	X
Exchange information and coordinate programs with appropriate economic development agencies, state education and training, and social services programs	X		X	X	X
Statewide coordination with the unemployment insurance system, the Federal/State employment service, Trade Adjustment Assistance program and other related programs, provide RR orientation coping sessions	X		X		
State to receive advance notice of plant closures and mass layoffs as provided in the Worker Adjustment and Retraining Notification Act (WARN)	X				
State will notify the appropriate WorkSource	X				

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Operate a monitoring, reporting, and management system for effective program management, review, and oversight	X			X	X
Provide technical assistance, capacity building, and advice to local partners, special projects, CQI	X	X		X	X
Exchange information and coordinate programs with appropriate economic development agencies, state education and training, and social services programs	X		X	X	X
grantees following a WARN, mass layoff, disaster or NAFTA certification in order for local RR to start services as soon as severance negotiations are completed					
Fully consult with union organizations where their members are to be served, labor concurrence to prevent any inconsistency with their bargaining agreement or interfere with ongoing collective bargaining negotiations	X	X	X	X	X
Written labor concurrence is required when a WIA training proposal would be	X	X	X	X	X

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Operate a monitoring, reporting, and management system for effective program management, review, and oversight	X			X	X
Provide technical assistance, capacity building, and advice to local partners, special projects, CQI	X	X		X	X
Exchange information and coordinate programs with appropriate economic development agencies, state education and training, and social services programs	X		X	X	X
inconsistent with a specific bargaining agreement, unless the union and employer organization concur in writing with respect to WIA activities					
Disseminate, throughout the state, information on the availability of services and activities for Dislocated Workers	X		X		X
Assess the background and probable skill needs of the affected worker's skills, including reemployment prospects					X
State may provide limited amounts of immediate	X	X			

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Operate a monitoring, reporting, and management system for effective program management, review, and oversight	X			X	X
Provide technical assistance, capacity building, and advice to local partners, special projects, CQI	X	X		X	X
Exchange information and coordinate programs with appropriate economic development agencies, state education and training, and social services programs	X		X	X	X
financial assistance, including assistance for labor-management committees according to WDC Rapid Response operational plans					
Disseminate and exchange information on the Dislocated Worker program activities to assure that major employers, organized labor, and groups of employees not represented by unions are aware of the availability of Rapid Response services	X	X	X	X	X
Consider the use of Rapid Response funds to conduct a preliminary assessment of	X	X			X

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Operate a monitoring, reporting, and management system for effective program management, review, and oversight	X			X	X
Provide technical assistance, capacity building, and advice to local partners, special projects, CQI	X	X		X	X
Exchange information and coordinate programs with appropriate economic development agencies, state education and training, and social services programs	X		X	X	X
the advisability of a comprehensive study to explore the feasibility that a company or group, including workers, purchase the plant and continue operations in lieu of an impending mass layoff or plant closures or provide incumbent worker training					
Immediate contact with employer and employee representatives when notified by DWU or public notice of a current or projected permanent closure or layoff, or NAFTA disaster event, to provide information on and					X

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Operate a monitoring, reporting, and management system for effective program management, review, and oversight	X			X	X
Provide technical assistance, capacity building, and advice to local partners, special projects, CQI	X	X		X	X
Exchange information and coordinate programs with appropriate economic development agencies, state education and training, and social services programs	X		X	X	X
facilitate access to DW programs and services					
Provide emergency assistance to local areas adapted to the needs of the disaster, NAFTA, particular plant closure or layoff including early intervention services and other forms of immediate assistance upon request and review	X	X			
Provide a list of individuals from which to select labor-management committee Chair	X				
Provide assistance in the selection of employee representatives of labor-	X				X

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Operate a monitoring, reporting, and management system for effective program management, review, and oversight	X			X	X
Provide technical assistance, capacity building, and advice to local partners, special projects, CQI	X	X		X	X
Exchange information and coordinate programs with appropriate economic development agencies, state education and training, and social services programs	X		X	X	X
management committee if no union is present and training the membership					
Provide ongoing contact and assistance to labor-management committee, either directly or through committee chairperson or co-chairs	X	X			X
Prepare Local Rapid Response Operational Plan for local WorkSource activities with partners including expedient events				X	X
Ensure ongoing liaison between LMC and locally available resources for addressing the dislocation	X				X

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Operate a monitoring, reporting, and management system for effective program management, review, and oversight	X			X	X
Provide technical assistance, capacity building, and advice to local partners, special projects, CQI	X	X		X	X
Exchange information and coordinate programs with appropriate economic development agencies, state education and training, and social services programs	X		X	X	X
Collect information related to economic dislocations and all available resources within the state for serving Dislocated Workers	X				
Plan for Incumbent Worker training activities	X			X	
Implement innovative Incumbent Worker training programs with Rapid Response funds	X			X	
Provide or obtain appropriate financial and technical advice and act as liaison with economic development agencies and organizations to assist in efforts to avert worker dislocations. Notify	X				

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Operate a monitoring, reporting, and management system for effective program management, review, and oversight	X			X	X
Provide technical assistance, capacity building, and advice to local partners, special projects, CQI	X	X		X	X
Exchange information and coordinate programs with appropriate economic development agencies, state education and training, and social services programs	X		X	X	X
ESD telecenter of Rapid Response event.					
Coordinate Rapid Response events with ESD telecenters and Unemployment Insurance program	X				
Assist the local community, LWDC and CEO in developing its own coordinated response and in obtaining access to State economic development assistance and LWDC National Emergency Grants	X	X		X	X
Prepare Monthly Rapid Response Report	X	X	X	X	X
Obtain layoff plan and schedule from the employer			X		X

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Operate a monitoring, reporting, and management system for effective program management, review, and oversight	X			X	X
Provide technical assistance, capacity building, and advice to local partners, special projects, CQI	X	X		X	X
Exchange information and coordinate programs with appropriate economic development agencies, state education and training, and social services programs	X		X	X	X
Prepare a Local Initial Employer DW Event Service Action Plan, usually within 2 weeks of notice					X

Rapid Response

The following report will be completed and submitted to WDCSC on the last day of each month.

Rapid Response Monthly Report

Employer Outreach

_____ Employer on-site presentations

Industry breakdown

- Tourism and Hospitality Services
- Manufacturing
- Job Search skills
- Bio-tech and Bio-medical devices
- Agri-business
- Education
- Construction
- Public Services
- Health Care
- Business Services
- Other _____

Employee Information

_____ Employee surveys completed

Provide an overall summary from each employee group surveyed

Washington State Rapid Response Monthly Case Report								
Company Name	# Impacted	* Receiving Services	WARN Issued	Layoff Dates	On-Site Meeting	Pre-Layoff Presentation	REC (LMC)	Date and Narrative of Events

Prepared By: _____

For the Month of: _____

**WORKFORCE DEVELOPMENT COUNCIL SNOHOMISH COUNTY
 RAPID RESPONSE
 SPECIFIC EVENT ACTIVITIES QUARTERLY REPORT**

Date Range From: _____ To: _____

Prepared by: _____

Company:		Lead Person Coordinating Event Response:
Services Provided: <input type="checkbox"/> In-Plant Orientation(s) <input type="checkbox"/> Survey(ies) <input type="checkbox"/> WorkSource Center Services <input type="checkbox"/> Other: _____	By Whom:	Description:
Results:		
Number of Workers Anticipated to Be Enrolled into the WIA RRAA Program:		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Number of Workers Anticipated to Be Enrolled into the WIA DW/ ARRA Program:		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>