

NORTHWEST GEORGIA REGIONAL COMMISSION

RAPID RESPONSE PROCEDURES

INTRODUCTION:

The LWDA Division and its partners provide a variety of services to assist companies and dislocated workers. These services help workers return to work quickly with job search assistance, education, and training options. A rapid response team organized quickly can develop the state and local resources tailored to the needs of workers. For large numbers, services may be provided onsite or freestanding transition centers.

Rapid Response, LWDA staff will provide much of the front line services that the dislocated workers will need. Although the RRC will coordinate all the necessary Services, the job of the LWDA will be to assist in giving presentations, providing Workshops, and assisting the dislocated workers in accessing other necessary services.

The LWDA Staff are responsible for the following when appointed as lead representative by WFD:

- Notify WFD of layoff events for which WARN notice has not been filed
- Respond to layoffs of 25+ workers, as appropriate and all layoffs of 50 or more is required.
- Contact employer within 48 hours of notice of layoff when appointed as Lead representative
- Make presentations to employers and employees
- Facilitating workshops on job search techniques, interviewing skills, resume building, salary negotiation, etc.
- Job development training
- Coordination with GDOL to provide Unemployment Insurance (UI) Claims Assistance, Trade service assistance
- Provide referral for various services
- Individual and group counseling
- Perform skills assessment and case management
- Review Labor Market Information (LMI) and match to job openings
- Regional group meetings to work with local partners in assisting Dislocated Workers (DW)
- Interact at job fairs, expos and opportunities fairs
- Job search assistance and resume' writing.

COORDINATION BETWEEN WFC & LWDA

The LWDA provides many of the Rapid Response services. The lead representative assigned by the WFD coordinates these services.

In most instances, the LWDA representative is the lead coordination providing Rapid Response services while the RRC provides support and leverage for additional resources. The RRC is in constant communication with the LWDA to follow up on the progress of the layoff events. When received WARN notifications are submitted to the LWDA. The LWDA contacts the employer within two business days. NWGRC LWDA extends Rapid Response services to all layoffs to provide the same access as WARN eligible events.

OTHER COMMUNITY PARTNERS

In addition to the Rapid Response Coordinator, LWDA and GDOL staff, there are multiple community partners which may be able to support a layoff event. The NWGRC LWDA partners are Technical College System of Georgia, Georgia Department of Community Affairs, Vocational Rehabilitation, DFCS, community organizations such as Chamber of Commerce, City/County Economic Development Authorities, County Parole/Probation Re-Entry Program, Veterans Affairs and Education

LWDA RESPONSIBILITIES

When a WARN notice is received by WFD, it is submitted to the LWDA with details. The LWDA then contacts the employer within two business days. During the initial employer contact, the NWGRC LWDA Rapid Response coordinator explains the purpose of Rapid Response Services, evaluates employer needs, and presents services available to the affected company and employees. The on-site employer meeting is scheduled to introduce and discuss the initial response plan.

Services are then customized to address the needs of the company and affected employees. Most of these services made available to employers are in response to an immediate separation event. Additional opportunities may be discussed with employers when there is adequate time and opportunity for layoff aversion efforts. The layoff aversion strategies are activities which gather information and build partnerships. Assistance to area employers in managing reductions in force is coordinated with rapid response activities and with strategies for the aversion of layoffs. This may include strategies such as early identification of firms at risk of layoffs, use of feasibility studies to assess the needs of and options for at-risk firms, and the delivery of employment and training activities to address risk factors.

The marketing of business services to appropriate area employers, including small and mid-sized employers includes assisting employers with accessing local, State, and Federal tax credits.

All business services and strategies must be reflected in the local plan, described in 20 CFR 679.560(b)(3)

Conversations with partners may reveal opportunities for the LWDA to assist an employer by providing incumbent worker training to upskill workers so they become more productive or learn new technologies. WIOA sec. 134(d)(4) requires the Local WDB to determine if an employer is eligible to have its employees receive incumbent worker training. The NWGRC LWDA will continue to expand the use of IWT to upskill workers who would have been laid-off had they not received the appropriate training.

The NWGRC LWDA identifies appropriate dates and times of service delivery based on employer/employees availability.

RAPID RESPONSE: TRADE ADJUSTMENT ASSISTANCE

All Trade customers are entitled to Rapid Response and employment services, which are provided consistent with the process for all layoff notifications. Based on the nature of the layoff, early-intervention by the LWDA may include discussions with the employers about TAA before a petition is filed. Once a petition is filed, TAA staff will notify partners, LWDA and GDOL Career Centers. TAA coordinates and facilitates worker orientations to inform the workers about the benefits and services they may receive as well as the eligibility requirements associated with each benefit. The worker orientations include the GWDA representative to provide guidance on demand occupations and available training in the LWDA.

ADULT AND DISLOCATED WORKER PROGRAM REQUIREMENTS

Those who are dislocated may benefit from retraining and may be assisted by the WIOA career planners in applying for adult or dislocated services.