



# IMPERIAL COUNTY WORKFORCE DEVELOPMENT BOARD

2799 S. Fourth Street - El Centro, CA 92243 - Tel: (442) 265-4974 - Fax: (760) 337-5005

POLICY	ORIGINAL DATE	LAST REVISION
Rapid Response Policy	FISCAL YEAR 2021-2022	September 22, 2021

## **POLICY OVERVIEW:**

The purpose of this policy is to provide guidance and criteria to be used by the Imperial County Workforce Development Board (ICWDB), the Imperial County Workforce and Economic Development Office (ICWED) and America's Job Center of California (AJCC) staff in providing Rapid Response activities and services.

## **REFERENCES:**

- WIOA (Public Law 113-128) Sections 3(15) and (51), 107(d)(4), and 134(a)(2)(A)
- Title 20 Code of Federal Regulations (CFR) WIOA Notice of Proposed Rule Making (NPRM) Section 682.300-340
- Training and Employment Guidance Letter (TEGL) 03-15, Subject: Operating Guidance for WIOA (July 1, 2015)
- Training and Employment Notice (TEN) 09-12, Subject: Layoff Aversion in Rapid Response Systems (August 31, 2012)
- TEN 31-11, Subject: The Rapid Response Framework (March 1, 2012)
- TEN 32-11, Subject: Rapid Response Self-Assessment Tool (March 1, 2012)
- TEN 03-10, Subject: The National Rapid Response Initiative (August 9, 2010)
- California Labor Code Sections 1400-1408
- California's Strategic Workforce Development Plan: 2013-2017, Shared Strategy for a Shared Prosperity
- Workforce Services Directive WSD15-23 Subject: Transfer of Funds – WIOA Adult/Dislocated Worker Programs (March 29, 2016)
- WSD15-19 Subject: Revised Amendment to PY 2015-16 RR Allocations and Guidance on Use of these Funds for WIOA Transition Activities (March 14, 2016)
- WSD13-1 Subject: Authorization to Work Verification Requirements (July 2, 2013)
- WSD12-3 Subject: Quarterly and Monthly Financial Reporting Requirements (July 18, 2012)
- Workforce Investment Act Directive WIAD05-18 Subject: Dislocated Worker 25 Percent Funding Policy (June 14, 2006)
- WIAD04-22 Subject: State Required Surveys of Dislocated Workers (June 15, 2005)
- WIAD02-9 Subject: Worker Displacement Prohibition (November 22, 2002)
- Workforce Services Information Notice WSIN15-21 Subject: Implementation of the CalJOBS Customer Relations Management Module (December 30, 2015)

## **BACKGROUND:**

Federal law requires that states set aside not more than 25 percent of their WIOA Dislocated Worker funding for two statewide activities:

1. Rapid Response to assist workers and businesses at risk of layoff or affected by layoff.
2. Additional Assistance for Local Boards to apply for if there is a significant increase in unemployment in their areas caused by plant closure, downsizing, natural disaster, or "other events."

*This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

Federal law provides discretion to the Governor to develop specific policy. In California, current policy is to formula-allocate the Rapid Response funds (half of the total 25 percent funds) to Local Workforce Development Areas (Local Area).

California's Rapid Response system has evolved since the implementation of WIA, with Local Boards leading innovative and proactive local Rapid Response systems. In addition, WIOA requires states and Local Areas to include layoff aversion as an integral component of Rapid Response policy.

In response to this evolution, the State Board established a Rapid Response/Layoff Aversion Workgroup to consolidate various state guidance into a single comprehensive document and to recommend policy, consistent with WIOA, that requires proactive business engagement and layoff aversion strategies that can assist a business to avoid layoffs through an incumbent worker training program, use of the Work Sharing Program, or in the event of layoffs, assists workers in quickly re-entering the workforce through rapid re-employment services.

### **DEFINITIONS AND RESOURCES:**

***Business Cycle*** – A business cycle is identified as a sequence of four phases:

- Contraction – A slowdown in the pace of economic activity
- Trough – The lower turning point of a business cycle, where a contraction turns into an expansion
- Expansion – A speedup in the pace of economic activity
- Peak – The upper turning of a business cycle

***Customer Relationship Management Module (CRM)*** – The CRM is a CalJOBS based tool, supported by the Employment Development Department (EDD), which allows Local Boards and their partners who have access to the CalJOBS system to record, track, and report a variety of business engagement activities at the individual company level.

***Economic Development*** – The International Economic Development Council defines economic development as a program, group of policies, or activity that seeks to improve the economic well-being and quality of life for a community, by creating and/or retaining jobs that facilitate growth and provide a stable tax base. For a good resource, see the California Association of Local Economic Development and the Governor's Office of Business and Economic Development.

***Employer Contact (Rapid Response 121 Report)*** – A visit to an employer by staff for the purposes of conducting Rapid Response activities. This visit may be in person, by telephone or through the use of other interactive technology. This is a cumulative report.

***Employer Contact (122 Report)*** – This form is used only to report the development, implementation and completion of a business solution strategy(s) relating to and resulting in job retention at the current place of employment and the rapid re-employment (talent transfer) of affected workers. This is a cumulative report.

***Employment Training Panel (ETP)*** – The ETP provides incumbent worker training funding to employers to assist in upgrading the skills of their workers through training that leads to good paying, long-term jobs. The ETP is a funding agency, not a training agency. Businesses determine their own training needs and how to provide training. ETP staff is available to assist in applying for funds and other aspects of participation.

*This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

**Incumbent Worker** – An employee of a business applying for incumbent worker training funds to up-skill and/or retrain in accordance with WIOA.

**Incumbent Worker Training** – Developed with an employer or employer association to upgrade skills of a particular workforce. The employer agrees to retain the trained worker(s) upon completion of the training. Frequently, such training is part of an economic development or layoff aversion strategy.

**Jobs Retained** – A layoff is averted when (1) a worker’s job is retained with the current employer that is at risk of downsizing or closing, or (2) when a worker at risk of dislocation transitions to a different job with the same employer.

**Layoff Aversion** – The process of using a series of activities, studies, and networks to examine a business or sector’s cycle, organizational conditions, markets, and broad community relationships etc., in an effort to determine workforce and economic solutions that can mitigate job loss or save jobs.

**Manufacturing Extension Partnership (MEP)** – The National Institute of Standards and Technology’s Hollings MEP works with small and mid-sized U.S. manufacturers to help them create and retain jobs, increase profits, and save time and money. The MEP also works with partners at the state and federal levels on programs that put manufacturers in position to develop new customers, expand into new markets and create new products.

**Rapid Re-Employment (Talent Transfer)** – A laid off worker is hired by a different employer and experiences short term unemployment (45 calendar days or less). To qualify for this activity, a confirmed job offer must be on file from the hiring employer and issued within 45 days of the date the participant becomes unemployed.

**Small Business Development Centers of California (SBDC)** – The SBDCs provide training and no cost one-on-one counseling to help small businesses and entrepreneurs overcome obstacles to growth. Topics range from: start-up assistance, planning for growth and expansion, technology and innovation and access to capital.

**Work Sharing Program/Short Term Compensation** – Work Sharing is described in Section 1279.5 of the California Unemployment Insurance Code and provides employers with an alternative to layoffs and provides their employees with the payment of reduced Unemployment Insurance benefits. Note: This activity is considered a job saved/retained as this strategy does minimize the impact on the Unemployment Insurance fund and should be reported on the Layoff Aversion Form 122.

**POLICY AND PROCEDURES:**

State Board policy specifies that the state will set aside 25 percent of the state’s WIOA Dislocated Worker funding for California’s Rapid Response System and for Additional Assistance to dislocated workers in Local Areas. Of this 25 percent, one-half is reserved for Rapid Response activities and one-half is reserved for Additional Assistance to Local Areas. The state will reserve a portion of the 25 percent Additional Assistance funds for statewide dislocated worker activities.

**Rapid Response**

The primary purpose of Rapid Response is to enable affected workers to return to work as quickly as possible following a layoff, or to prevent layoffs altogether. To accomplish this, ICWDB will coordinate with local businesses and be proactive regarding rapid response activities. This includes providing labor market and workforce information, integrating industry requirements into training strategies and career pathways, brokering relationships and job connections, making services efficient and easy to access,

*This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

and coordinating with regional partners to reduce duplication. Additionally, employers must be informed about their legal responsibilities to issue advance notifications of layoffs and closures.

ICWDB will monitor early warning signs regarding worker dislocations. Early indicators can be recognized in a variety of ways, including through close communication with employer representatives, industry groups, organized labor, utilities, or through local media. Additionally, the ICWDB will track labor market trends, increased Unemployment Insurance claims, public announcements through the California Worker Adjustment and Retraining Notification (WARN) Act notices, and economic data to assess the health of businesses.

### **Rapid Response Activities**

Rapid response services and activities, which encompass strategies necessary to plan for and respond to the needs of employers and affected workers, must be delivered as quickly as possible when one or more of the following circumstances occur:

- Announcement or notification of a permanent closure, regardless of the number of workers affected
- Announcement or notification of a mass layoff that meets at least one of the following conditions:
  - Affecting 50 or more workers; or
  - When a Worker Adjustment and Retraining Notification (WARN) Act notice has been filed, regardless of the number of workers affected by the layoff announced;
- A mass job dislocation resulting from a natural or other disaster
- The filing of a Trade Adjustment Assistance (TAA) petition.

Rapid response services and activities may be delivered to any employer that faces a substantial layoff of workers regardless of size of employer.

The ICWDB Rapid Response Coordinator (RRC) will contact affected employers within 48 hours of WARN or Non-WARN notification. RRC will coordinate with Employment Development Department (EDD) Workforce Services Division to schedule a planning meeting, orientations, and any other services requested by the affected employer and employees at times and dates convenient to them. In addition, the RRC, in collaboration with EDD and other relevant partners, will:

- Schedule and conduct orientation(s), as necessary, and have attendees complete sign-in sheets
- Provide and collect information on interest in re-employment services available through WIOA programs and EDD Workforce Division services
- Explain available programs to ensure the best available services are provided to the Dislocated Workers, and promote daily calendared activities accessible through the America's Job Center of California (AJCC)
- Collect all contact information and rosters for future use and scheduling of one-on-one or group Intake/Eligibility sessions for WIOA services.

### **Required Rapid Response Activities**

Rapid Response teams must conduct immediate and on-site contact with the employer, representatives of the affected workers, and the local community, including an assessment and plans to address the:

- Layoff plans and timeline of the employer
- Background and probable assistance needs of the affected workers
- Reemployment prospects for work
- Available resources to meet the short and long-term assistance needs of the affected workers

*This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

Staff must provide information and access to unemployment compensation benefits and programs (such as Short-Time compensation), comprehensive one-stop delivery system services, available career and training activities, as well as information on the Trade Adjustment Act (TAA) program, the GI Bill and other resources.

Necessary services and resources must be delivered to include workshops and classes, the use of worker transition centers, and job fairs to support reemployment efforts for affected workers. Emergency assistance adapted to the particular layoff or disaster must also be provided. Staff must also deliver services to worker groups for which a petition for TAA has been filed. If activities needed exceed the capacity of the local area, the WDB may apply for additional assistance from EDD.

Partnership between local EDD staff, WDB staff, and chief elected officials is required to ensure a coordinated response to the dislocation event and, as needed, obtain access to economic development assistance. Such coordinated response may include the development of an application for a national dislocated worker grant, as necessary. Partnerships must also be established 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
- 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

As appropriate, the local Rapid Response team should develop systems and processes for identifying and gathering information for early warning of potential layoffs or opportunities for layoff aversion. In addition, staff should analyze and act upon data and information on dislocations and other economic activity in the state, region, or local area. As part of the systems and processes, outcome and performance data tracking on the activities of the rapid response program should be included.

If the employee's bargaining representative and management voluntarily agree, the Rapid Response team may provide guidance and financial assistance to establish a labor-management committee related to the layoff. 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, as well as funding the operation 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 programs have the discretion to determine which strategies and activities are applicable in given situations. EDD may devise other activities or strategies intended to minimize the negative impacts of dislocation on workers, businesses, and communities. When circumstances allow, rapid response funding may provide 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. *For more information regarding required, allowable, or prohibited Rapid Response Activities see Attachment I.*

Rapid response activities must be reported quarterly to EDD and included on the EDD Rapid Response 121 Report. Activities reported include employer contacts in response to layoffs or closures. The report must be completed to include all employer layoff, closure planning, and orientation meetings. See *Attachment II and III for the Rapid Response Report and Instructions.*

*This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

### **Layoff Aversion**

A layoff aversion strategy helps employers retain a skilled workforce and/or provides workers rapid transition to new employment, minimizing periods of unemployment. Rapid Response does not necessarily stop layoffs; therefore, Layoff Aversion is a central component of a high-performing business engagement strategy. The intent of layoff aversion as a business engagement strategy is to provide business solutions to companies that want to save jobs. The ICWDB will coordinate with the Local Area in order to identify at-risk companies and assess the needs of the company in order to deliver solutions to address risk factors.

### **Layoff Aversion Activities**

Layoff aversion consists of strategies and activities to prevent or minimize the duration of unemployment resulting from layoffs. An effective layoff aversion system allows states and local areas to play an active role in shaping and maintaining a competitive, resilient regional workforce. WIOA requires states and local areas to include layoff aversion as an integral component of rapid response.

A sound layoff aversion infrastructure should include early warning systems, and should include close communication with employer representatives, industry groups, organized labor, utilities, or local media; and/or assessment of labor market trends and economic data to assess the health of businesses. Employers must be informed about their legal responsibilities to issue advance notification of layoffs and closures.

### **Permissible Layoff Aversion Activities**

Rapid Response programs have the discretion to determine which strategies and activities are applicable in given situations. Activities may include:

- 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
- 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
- Funding feasibility studies to determine if a company's operations may be sustained through a buyout or other means to avoid or minimize layoffs
- Developing, funding and managing incumbent worker training programs or other worker upskilling approaches as part of a layoff aversion strategy or activity
- Connecting companies to:
  - Short-Time compensation or other programs designed to prevent layoffs or to reemploy dislocated workers quickly, available under Unemployment Insurance programs;
  - Employer loan programs for employee skill upgrading; or
  - Other Federal, State and local resources as necessary to address other business needs that cannot be funded with resources provided under WIOA
- Establishing linkages with economic development activities at the Federal, State and local levels, including Federal Department of Commerce programs and available State and local business retention and expansion activities
- Partnering or contracting with business-focused organizations to assess risk to companies, propose strategies to address those risks, implement services, and measure impacts of services delivered
- Conducting analyses of the suppliers of an affected company to assess their risks and vulnerabilities from a potential closing or shift in production of their major customer

*This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

- Engaging in proactive measures to identify opportunities for potential economic transition and training needs in growing industry sectors or expanding businesses
- Connecting businesses and workers to short-term, on-the-job, or customized training programs and registered apprenticeships before or after layoffs to help facilitate rapid employment

EDD may devise other activities or strategies intended to minimize the negative impacts of dislocation on workers, businesses, and communities.

Layoff aversion activities must be reported to EDD quarterly and included on the Layoff Aversion 122 Report. Activities reported include business solutions strategies delivered to businesses during any stage of the business cycle that relate to and result in job retention and/or rapid reemployment. See *Attachment IV and V for the Layoff Aversion Report and Instructions*.

### **MONITORING**

ICWED is responsible for ensuring oversight of the WIOA Title I funded programs. Case files shall be maintained to document Rapid Response and Layoff Aversion Activities. Activities and documentation are subject to local and state monitoring. Monitoring shall take place by means of on-site visits to America's Job Center of California and contracted Service Providers. Site visits shall be performed at a minimum once a year to ensure that adherence to WIOA laws, regulations and policies are adhered.

### **ACTION**

Please bring this policy to the attention of the ICWDB, AJCC system staff and appropriate WIOA funded service providers and sub-recipients. This policy is effective immediately. All submitted forms are live documents and subject to change according to local, State, and Federal needs. Once the forms and exhibits pertaining to this policy are approved by the ICWDB, they will not require board approval if other changes occur, unless the change affects protocols. Should you have any questions, please feel free to contact ICWDB staff at (442) 265-4974, (442) 265-4959, (442) 265- 4955 or the Program and Compliance Manager (442) 265-4963.

**Categorization of Rapid Response Activities**  
**Title 20 Code of Federal Regulations Notice of Proposed Rule Section 682.330**

<b>Activity</b>	<b>Required</b>	<b>Allowable</b>	<b>Prohibited</b>
Conducting planning meeting with employer	X		
Assessing layoff aversion potential	X		
Conducting orientation meeting with employees	X		
Providing TAA orientation	X		
Delivering/ mailing Rapid Response informational materials	X		
Providing access to CalJOBS <sup>SM</sup> and SkillsMatch on-site, using company's or mobile facility	X		
Enabling participants to register with America's Job Center of California <sup>SM</sup> onsite	X		
Job fair or information expo focused on one or more dislocation events, at or not at the dislocation site	X		
Coordinating Labor-Management/Workforce Transition Committee	X		
Providing information about services available in the AJCCs and setting up systems to provide on-site access to information and services	X		
Providing training orientation on industry specific opportunities (ex: Biotech)	X		
Providing resources for food, shelter, clothing and other emergency assistance	X		
Conducting Business Engagement Activities	X		
Conducting Research on Business Activities	X		
Devising layoff aversion strategies with employer	X		
Providing layoff aversion technical assistance to employer	X		
Conducting business services workshops	X		
Training affected workers to upgrade skills for another position in company	X		
Attending Regional Roundtable		X	
Attending conferences		X	
Conducting interview technique workshops		X*	
Conducting job search assistance and resume writing workshops		X*	
Completing Unemployment Insurance applications			X
Job fair or information expo not related to a dislocation event			X

\* Local Workforce Development Areas may conduct group workshops (e.g. job search assistance and/or resume writing workshops) as part of on-site Rapid Response to business closures or significant layoffs and charge the cost to their 25 Percent Rapid Response funds if they have determined, in consultation with the local workforce services manager, that EDD workforce services staff are not available to conduct such workshops.



11\_Agriculture\_Forestry\_Fishing\_Hunting  
21\_Mining\_Quarrying\_Oil\_and\_Gas\_Extraction  
22\_Utilities  
23\_Construction  
31\_33\_Manufacturing  
42\_Wholesale Trade  
44\_45\_Retail\_Trade  
48\_49\_Transportation\_and\_Warehousing  
51\_Information  
52\_Finance\_and\_Insurance  
53\_Real\_Estate\_and\_Rental\_Leasing  
54\_Professional\_Scientific\_and\_Technical\_Services  
55\_Management\_of\_Companies\_and\_Enterprises  
56\_Administrative\_and\_Support\_and\_Waste\_Management\_and\_Remediation  
61\_Educational\_Services  
62\_Healthcare\_and\_Social\_Assistance  
71\_Arts\_Entertainment\_and\_Recreation  
72\_Accommodation\_and\_Food\_Services  
81\_Other\_Services\_Except\_Public\_Administration  
92\_Public\_Administration  
99\_Unclassified

**RAPID RESPONSE 121 REPORT  
LINE ITEM INSTRUCTIONS**

The Excel Spreadsheet Report is designed to collect data to be considered as a factor in the process of allocating Rapid Response funds to Local Workforce Development Areas (Local Area). Activities reported on the Rapid Response 121 Report are those relating to employer contacts in response to layoffs or closures, as defined by the California Workforce Development Board. Reportable employer contacts include Worker Adjustment and Retraining Notification (WARN) and non-WARN events. The Rapid Response 121 Report must be completed to report all employer layoff/closure planning/orientation meetings. Planning meetings and/or orientations of nine or less employees are for information only and will not be used in the calculation of the dislocation-based formula funding factor.

Complete a separate line item entry for each employer contact occurring on different days, locations, or employers. Complete a single line item entry if multiple sessions are conducted on the same day, for a single employer with the note of how many multiple orientations were made that day.

The Rapid Response 121 Report is cumulative, and must be completed quarterly and submitted via email by the 20<sup>th</sup> of the month following the quarter's end to the assigned Regional Advisor, with a "cc" to the Local Area administrator.

Date	Date on which the Local Area staff provided Rapid Response planning services to a company where workers are being laid off or date that orientation was provided to affected workers. If the services span more than one day or extend to more than one site, complete a separate line item entry for each day and/or site.
Reason for Visit	Enter "OR" for an orientation provided to affected workers or "PLAN" for an employer planning meeting.
Company Name	Name of the company.
Street Address	Street address of company, which is location where Rapid Response services were provided.
City	City of company.
Zip Code	Zip code of company.
Industry Sector (NAICS Code)	Select item from drop down menu.
Date of Layoff	Date of first layoff.
Total number of affected employees	Enter the total number of employees affected by the layoff/closure. If multiple local areas participate in a joint meeting, the local areas must agree on the division of the affected workers to report on the RR121. The aggregate shall not exceed that the total number of affected workers for the event.
Number of affected employees who attended	Enter number of employees who attended the orientation.
Comments	Additional comments, notes, explanations.

Name of Reporting Local Area: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

Date Submitted: \_\_\_\_\_  
 Quarter Ending: \_\_\_\_\_

**INSTRUCTIONS - Activities reported on the Layoff Aversion (LOA) 122 Report are those relating to business solution strategies delivered, and/or providing Rapid Re-Employment Services, by Local Workforce Development Area (Local Area) staff and/or partners, to businesses during any stage of the business cycle. It is important that the Local Area staff consider and document how layoff aversion activities will result in a positive outcome before allocating resources. For completion of the layoff aversion activity, documentation from the business receiving the solution and/or the business rapidly re-employing is required for validation of outcomes. Copies of documentation must be submitted with the 122 Report and also retained locally. Note: This is a cumulative report.**

Date of Initial Contact	Company Name (Company Retaining Jobs)	Company Name (Company hiring for Rapid Re-employment within 45 calendar days after becoming unemployed)	City	Start Date of LOA Solution Delivery (or) Termination Date for Rapid ReEmployment	End Date of LOA Solution Delivery (or) Rapid Re-employment date (45 calendar days)	Business Solution Delivered	Industry Sector Code/Title	Local Area Priority Sector (Yes / No)	# of Jobs Retained	# Rapidly Re-employed	Documentation from Employer for # of Jobs Retained (Yes / No)	Documentation from Employer for # of Rapid Re-Employment (Yes / No)

11\_Agriculture\_Forestry\_Fishing\_Hunting  
21\_Mining\_Quarrying\_Oil\_and\_Gas\_Extraction  
22\_Utilities  
23\_Construction  
31\_33\_Manufacturing  
42\_Wholesale Trade  
44\_45\_Retail\_Trade  
48\_49\_Transportation\_and\_Warehousing  
51\_Information  
52\_Fiance\_and\_Insurance  
53\_Real\_Estate\_and\_Rental\_Leasing  
54\_Professional\_Scientific\_and\_Technical\_Services  
55\_Management\_of\_Companies\_and\_Enterprises  
56\_Administrative\_and\_Support\_and\_Waste\_Management\_and\_Remediation  
61\_Educational\_Services  
62\_Healthcare\_and\_Social\_Assistance  
71\_Arts\_Entertainment\_and\_Recreation  
72\_Accommodation\_and\_Food\_Services  
81\_Other\_Services\_Except\_Public\_Administration  
92\_Public\_Administration  
99\_Unclassified

Yes

No

**LAYOFF AVERSION 122 REPORT  
LINE ITEM INSTRUCTIONS**

Activities reported on the Layoff Aversion 122 Report are those relating to layoff aversion (LOA) activities resulting in jobs retained at the current employer and/or rapid re-employment services (talent transfer) at new employer, conducted during any stage of the business cycle as defined in the directive.

Complete a separate line item entry for each layoff aversion solution and/or rapid re-employment service delivered. The Layoff Aversion 122 Report must be completed quarterly and submitted via e-mail by the 20<sup>th</sup> of the month following the quarter end to the assigned Regional Advisor, with a "cc" to the Local Area administrator. This report is cumulative and the report year is April 1 through March 31 of the following year.

Date	R/RE	Insert Date of Initial Contact (mm/dd/yy)
Company Name (Company Retaining Jobs)	R	Insert Company Name where Business Solution is Delivered
Company Name (Company hiring within 45-days)	RE	Insert Company Name where worker(s) are Rapidly Re-Employed
City	R/RE	Insert City where Company is Located
Start Date of LOA Solution Delivery (or) Termination Date for Rapid Re-Employment	R/RE	Insert Date (mm/dd/yy)
End Date of LOA Solution Delivery (or) Rapid Re-Employment Date (45-days)	R/RE	Insert Date when Solution is Completed and/or Date of Hire (maximum of 45 calendar days from layoff) (mm/dd/yy)
Business Solution Delivered	R	Identify Solution Delivered (Incumbent Worker Training, Customized Training, Work Sharing, etc.) and by Whom (Employment Training Panel, Vendor, Partner)
Industry Sector (NAICS Code) and Title	R/RE	Enter Code -- Select item from drop down menu
Local Area Priority Sector	R/RE	Yes or No -- Is the Sector identified in the local/regional Strategic Plan as a Priority (Select item from drop down menu)
Number of Jobs Retained	R	Enter Total Number of Jobs Retained Resulting from Business Solution
Number Rapidly Re-Employed Jobs	RE	Enter number of workers Rapid Re-Employed (Talent Transfer)
Documentation from Employer for # of Jobs Retained	R	Yes or No -- Do you have documentation from the employer attesting to the jobs retained? (Select from drop down menu) <i>(Documentation must be attached to this report and retained at the local level)</i>
Documentation from Employer for # of Rapid Re-Employment	RE	Yes or No -- Do you have documentation from the gaining employer(s) attesting to the placement/hiring of the worker(s). A pay stub from the participant is acceptable documentation. (Select from the drop down menu) <i>(Documentation must be attached to this report and retained at the local level)</i>

Legend:

R = Jobs Retained

RE = Rapid Re-Employment