



GUIDANCE

COMMONWEALTH OF KENTUCKY DEPARTMENT OF WORKFORCE DEVELOPMENT

GUIDANCE NAME: Rapid Response, Rapid Response Additional Assistance, and Layoff Aversion Strategies

GUIDANCE NUMBER: 23-010
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APPLIES/OF INTEREST TO: Kentucky Career Center Staff, Office of Employer and Apprenticeship Staff, and Local Workforce Development Area (LWDA) staff

POINT OF CONTACT: workforce@ky.gov

PURPOSE: The Workforce Innovation and Opportunity Act (WIOA) identifies, as a required statewide rapid response activity, the provision of additional assistance to local areas that experience disasters, mass layoffs, plant closings, or other events that precipitate substantial increases in the number of locally unemployed individuals. This guidance discusses Rapid Response generally and includes the Kentucky Career Center Rapid Response Manual as an attachment. It also describes applying for Rapid Response Additional Assistance (RRAA) funds from the State.

This guidance also discusses layoff aversion strategies designed to prevent or minimize the duration of unemployment resulting from layoffs.

BACKGROUND: Under 20 CFR 682.350, States can reserve up to 25 percent of WIOA Title I Dislocated Worker allotments to carry out statewide rapid response activities. Once the State has reserved funds sufficient for statewide rapid response activities, such as described in 20 CFR §§ 682.310, 682.320, and 682.330, remaining funds may be provided to local areas that have experienced increased unemployment due to natural disasters, mass layoffs, or other events. The funds will be used to provide direct career services to participants if adequate local funds are unavailable to assist the dislocated workers. States may establish policies or procedures governing the provision of additional assistance as described in 20 CFR 682.340.

In Kentucky, the Office of Employer and Apprenticeship Services (OEAS) is designated to work with local Rapid Response coordinators and workforce development systems to administer WIOA and the business service team's layoff aversion/ Rapid Response.

Response programs. OEAS jointly works with Kentucky's Business Service Teams Rapid Response programs to ensure compliance with federal and state requirements.

For more information about Rapid Response in Kentucky, please refer to the Kentucky Career Center Rapid Response Manual (Attachment A).

LOCAL AREA RAPID RESPONSE ALLOCATIONS: 5% will be set aside from the total Dislocated Worker Allocations on the Notice of Funding Availability (NFA). Should the local area not expend the 5% Rapid Response monies at the end of the two years of availability, those monies can be disbursed as regular Dislocated Worker funds.

GUIDANCE:

I. PROCESS AND PROCEDURE FOR SUBMITTING A REQUEST FOR RAPID RESPONSE ADDITIONAL ASSISTANCE FUNDS

Local Workforce Development Areas (LWDAs) may only request Rapid Response Additional Assistance funds (“RRAA funds”) when they have insufficient resources to address events such as disasters, mass layoffs, plant closings, or other events that precipitate a substantial increase in the number of unemployed individuals. LWDAs may only request RRAA funds when WIOA Title I Dislocated Worker formula funds are insufficient to assist workers affected by a layoff event.

The Office for Employer and Apprenticeship Services requires the following data elements submitted as part of an RRAA funding request:

- Name of Local Workforce Development Area and contact;
- Funding Type:
 - Rapid Response Additional Assistance;
 - Rapid Response Local Activity;
 - Rapid Response/Trade Case Management for a Trade petition;
 - Rapid Response Layoff Aversion;
- Detailed description of the need (i.e., Project summary – who, what, when, where, how), which must be inclusive of a line item and narrative budget;
- Description of the dislocation and summary of work done to date to support dislocation;
- Current Obligation Rates for the funding and calculation(s);
- The obligation rate for WIOA Title I Dislocated Worker formula funds;
- Estimated number of participants to be served with the requested funding;
- The average cost per participant for requested funding;
- Number of active participants currently enrolled in the requested funding stream;
- For trade funding requests, the number of Trade petitions actively pending and
- The anticipated consequences if funding is not received.

Upon receipt of a request containing the elements described above, the OEAS will confirm receipt of all requests for funds. Requests will be reviewed by OEAS staff (the “Review Team”), and recommendations will be forwarded to the Department of Workforce Development Commissioner or the Commissioner’s designee for determination. All project activity for approved requests must be noted and tracked in the designated business services customer relationship system. A final project narrative report must be submitted after project completion.

STEPS INVOLVED IN RRAA REQUESTS:**1. SUBMISSION:**

- a. Submit an Application and Budget, electronically or by paper, to the Office of Employer & Apprenticeship Services when making RRAA Funding Requests.
- b. Requests that are incomplete or missing information will be returned to the applicant for additional information and resubmission. Applicants will receive a “NOTICE OF INCOMPLETE/MISSING INFORMATION” that specifies omitted information.
- c. The applicant will receive a “NOTICE OF RECEIPT” via email.

2. REVIEW TEAM:

- a. Requests that meet the initial application review for completion will be processed and considered by the Review Team in the order received.
- b. Review Team Members will review all applications and provide feedback for approval/denial consideration. Members will consider the following:
 - i. Statewide Impact / Goals of the State Plan / Local Innovation Priorities;
 - ii. Administration Policy Goals;
 - iii. Amount of request versus available funding;
 - iv. The need for funding; and
 - v. Total budget with no disallowed activities/costs.
- c. Within three to five business days of receiving a correctly submitted application, the Review Team will discuss it and recommend approval/denial to the Commissioner or the Commissioner’s designee.

3. COMMISSIONER APPROVAL:

- a. Once the Review Team's recommendations are complete, they will be transmitted to the Commissioner or designee for final review and approval of each item.
 - i. Applicants that are denied will be issued a “NOTICE OF DENIAL” that will outline specific reasons for the denial, which may include:
 1. Availability of Funding;
 2. The Program includes Disallowed Activities or Costs;
 3. Similar Programs already exist within the Local Area;
 4. Insufficient Detail in Program Overview / Budget;
 5. Program/Project does not meet established sectors/priorities or
 6. The Program does not further the goals of the Kentucky WIOA State Plan.

Note: The above list is not exhaustive, and Rapid Response Program Applications may be declined for reasons not specifically identified here.

- ii. Applicants who are denied may resubmit applications with corrections for consideration at a later date.
- b. If the Commissioner or designee chooses to “APPROVE ADJUSTMENTS OR CONDITIONS,” OEAS will notify the applicant of the requested adjustments or conditions.
 - 1. If the applicant accepts the adjustments and/or conditions, they will be directed to submit a revised Application and Budget for review by the Commissioner or designee and final approval.

4. AWARD PROCESS:

Upon approval, OEAS will process the grant request.

A NOTICE OF FUNDING AVAILABILITY ("NFA") will be produced by the Federal Program Specialist and submitted to the Commissioner or designee for signature.

The NFA will contain all the necessary details and contractual obligations including, but not limited to:

1. Amount of Funding;
2. Reporting Requirements;
3. Funding Expiration Date;
4. Invoice Submission Requirements;
5. The requirement that grants progress reports will be monitored per financial expense reports and, if applicable, a narrative report will be provided upon request and
6. All awarded projects will submit an end-of-project narrative report.

II. WIOA LAYOFF AVERSION STRATEGIES

Layoff aversion is one of the early intervention business services that local area business services teams must make available. Layoff aversion saves jobs, increases economic productivity, decreases the negative impacts of unemployment, and ensures more resources are available to provide comprehensive services to those individuals with more significant needs.

Under WIOA, Rapid Response services are designed to be proactive layoff aversion services. Rapid Response benefits employers by helping them prepare for and manage the economic transition and related workforce challenges.

Layoff Aversion Strategies:

WIOA considers a layoff averted when:

1. A worker's job is saved with an existing employer that is at risk of downsizing or closing;

2. A worker at risk of dislocation transitions to a different job with the same employer;
3. A worker at risk of dislocation transitions to a new job with a different employer and experiences no or minimum period of unemployment.

A local Business Services Team coordinates with community partners in the local workforce and economic development area to identify at-risk companies and develop a customized plan to address each company's unique circumstances. Layoff aversion strategies are practical tools to assist employers in developing the skilled workforce necessary to adapt to the changing economy, stay in business, and retain employees.

These layoff aversion strategies, as outlined in 20 CFR 682.320, include but are not limited to:

1. Aiding employers in managing reductions in workforce, which may include:
 - a. Early identification of employers at risk of layoffs (e.g., early warning networks or trend monitoring)
 - b. Assessment of the needs of and options for at-risk employers (e.g., asset mapping, employee buyouts, or succession planning); and
 - c. The delivery of services to address these needs.
2. Ongoing engagement, partnership, and relationship-building activities with businesses in the community 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;
3. Funding feasibility studies to determine if a company's operations may be sustained through a buyout or other means to avoid or minimize layoffs;
4. Developing and managing rapid response incumbent worker training (RRIWT) programs or other worker skills upgrading approaches;
 - a. Employers may benefit from the following types of training for incumbent workers:
 - Skills upgrade training
 - Customized training
 - Occupational skills training
 - b. Local areas may apply for Rapid Response Additional Assistance Layoff Aversion funds to support an incumbent worker project as part of a layoff aversion strategy.
5. Connecting companies to:
 - a. A program such as On the Job Training (OJT), Work Experience, Incumbent Worker Training (IWT), or other programs designed to prevent layoffs or to reemploy dislocated workers quickly;
 - b. Financial incentive programs from the Kentucky Economic Development Finance Authority, such as the Kentucky Reinvestment Act (KRA). KRA provides tax credits to an existing Kentucky company engaged in manufacturing and related functions

- For a reasonable period, invest in eligible equipment and related costs of at least \$2,500,000 while agreeing to maintain at least 85% of their full-time employment base (KRS 154.34). For more information, see <https://ced.ky.gov/kyedc/pdfs/KRAFactSheet.pdf?35>;
- c. Employer loan programs for employee skill upgrading; and
 - d. Other federal, state, or local resources are necessary to address other business needs that cannot be funded with resources provided under WIOA.
6. 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;
 7. Partnering or contracting with business-focused organizations to assess risks to companies, propose strategies to address those risks, implement services, and measure impacts of services delivered;
 8. 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 primary customer;
 9. Engaging in proactive measures to identify opportunities for potential economic transition and training needs in growing industry sectors or expanding businesses;
 10. Connecting businesses and workers to short-term, on-the-job, or customized training programs and apprenticeships before or after layoff to help facilitate rapid reemployment and
 11. Rapid Response services are provided through the LWDA Rapid Response team per the Kentucky Career Center Rapid Response Manual.

A thorough needs assessment may determine that an employer could be better served by a program not funded by WIOA. Therefore, gathering sufficient information and working with the Local Business Services teams and networks are essential to determine the appropriate mix of services to meet the employer's needs.

Furthermore, WIOA funds for layoff aversion activities should be used to establish or develop layoff aversion strategies; the funds are not to be used to maintain such strategies. **The goal is to develop a layoff aversion strategy that will become self-sustaining.**

Reporting Requirements:

- Rapid Response should be tracked per the Kentucky Career Center Rapid Response Manual (*see* Attachment A).
- Each layoff aversion strategy should be entered and tracked in the employer's customer management system. LWDA's may choose to collect more information to conduct successful programs.

- LWDAAs can collect and document data beyond these requirements to ensure a holistic view of the affected company and/or services provided.

REFERENCES: **Rapid Response:** WIOA Sec. 3, Sec. 129, Sec. 134; CFR 200.405; 20 CFR 678.430, 680.180, 680.410, 681.500, 682.300 through 682.350; 29 CFR 95.2, 97.3; & TEGL 17-16

Layoff Aversion: 20 CFR §§682.300-682.370; TEGL 19-16

Kentucky Career Center Rapid Response Manual

Introduction

Per 20 CFR 682.310(b), States must establish and maintain a rapid response unit to carry out statewide rapid response activities and to oversee rapid response activities undertaken by a designated State entity, Local Workforce Development Board (WDB), or the chief elected officials for affected local areas, as provided under WIOA sec. 134(a)(2)(A)(i)(I). The Kentucky Education and Labor Cabinet, Department of Workforce Development (DWD), Office of Employer & Apprenticeship Services (OEAS) is the designated statewide unit for Kentucky to work with local Kentucky Career Center (KCC) Rapid Response teams to carry out the necessary services.

Rapid Response aims to promote economic recovery and vitality by developing an ongoing, comprehensive approach to identifying, planning for, and responding to layoffs and dislocations and preventing or minimizing their impacts on workers, businesses, and communities. Rapid Response is a primary gateway to the workforce system for both dislocated workers and employers and is a component of a demand-driven system.

Work-ready, work-first Rapid Response programs are flexible, agile, and focused on promptly delivering comprehensive solutions to businesses and workers in transition. When operated successfully, Rapid Response delivers on the promises that the workforce system makes to businesses, workers, and communities—to provide economically valuable solutions to businesses and critically essential services to workers when needed.

To ensure high quality and maximum effectiveness, successful Rapid Response strategies must include the following:

- Layoff Aversion, such as:
 - Proactive, forward-thinking Business Services Teams.
 - Implementing strategies and activities designed to prevent or minimize the duration of unemployment resulting from layoffs.
 - Developing a comprehensive approach that assesses the economic situation in each area.
 - Adopting an approach that enables the development of a plan to intervene and manage the transition in the area.
 - Creating customizable, quickly deployable strategies informed by economic data, including multiple partners.
- Convening, Facilitating, and Brokering Connections, Networks, and Partners within the business service teams and local Rapid Response participation partners.
 - Effective Rapid Response networks develop and maintain a comprehensive set of partnerships.
 - Effective Rapid Response and layoff aversion occur where solid and diverse partnerships exist with:

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- Kentucky Office of Unemployment Insurance
 - Kentucky Career Development Office
 - Kentucky Office of Adult Education
 - Kentucky Office of Vocational Rehabilitation
 - Kentucky Health Department
 - Kentucky Personnel Cabinet
 - Local Workforce Development Areas
 - Kentucky Cabinet for Economic Development
 - Education Providers, e.g., KCTCS, Workforce Solutions
 - U.S. Department of Labor, Employee Benefits Security Administration
 - Business Associations
 - Other State and Local Governmental Organizations
- Strategic planning, data gathering, and analysis are designed to prepare for, anticipate, and manage economic transition.
 - Effective Rapid Response networks can access real-time information on layoffs and growth and information on available skilled workers for growing companies.
 - Effective Rapid Response networks develop early warning networks and systems to understand economic transition trends within industries, communities, or specific employers and plan strategies for intervention when necessary and appropriate.
 - Strategic planning, data gathering, and analysis are a function of Rapid Response and the local area's more extensive demand-driven system.
 - Information can be obtained from:
 - Office of Employer & Apprenticeship Services' Dun & Bradstreet Radius Search report of like employers; and
 - KYSTATS (<https://kystats.ky.gov/KYLMI>)
 - Informational and Direct Reemployment Services for Workers.
 - Local areas should provide the most comprehensive array of services possible based on the needs of the workers and the employer.
 - Provision of information and access to unemployment compensation benefits and programs, comprehensive One-Stop services, and employment and training activities (including information on the Trade Adjustment Assistance Program, Pell Grants, the GI Bill, and other resources) should be present in strategies.
 - Solutions for Businesses in Transition, Growth, and Decline.

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- Rapid Response is a business service that builds and maintains employer relationships across the business cycle.
- Rapid Response is more than a single, on-site visit in response to a Worker Adjustment Retraining Notification (WARN) Act notice; it is a primary gateway to the workforce system for dislocated workers and employers and is a component of a demand-driven system.
- Kentucky Integrated Business Engagement System (KIBES) is an employer management system staff use as a tool. KIBES helps assist staff with engagement with businesses and monitors performance metrics collected.

Rapid Response in a Demand-Driven System

The planning and information gathering necessary for effective Rapid Response also establishes an awareness of and familiarity with the talent needs of a region. It allows the workforce system to meet the needs of hiring employers and those facing layoffs. Providing an environment to engage industry leadership on a broad range of workforce issues facilitates the identification of necessary resources. Convening employers and, when appropriate, partners and other resources allow comprehensive dialogue between employers and training institutions, resulting in collaborative problem-solving, creating unique approaches to career pathways, addressing curriculum strategies, and creating customized training and incumbent worker training, ultimately enhancing competitiveness and reducing the potential for future layoffs.

In a demand-driven system, employer engagement results in the following:

- Employers identify industry demand and vacancies.
- Employers provide direct input into the design of educational program offerings that directly respond to industry-identified demand and curriculum that addresses occupational skill requirements (work-based learning).
- State and local services and programs align with the industry's need for workers and skills.
- The state's eligible training provider list includes programs representing high-demand occupations based on input from employers.
- Employer-related technical instruction providers such as KCTCS—Workforce Solutions provide workforce education, deliver programs and services that address the full spectrum of needs faced by businesses and industry, and offer programs for individuals who want to upgrade their skills.

The overarching objective is to adapt the workforce system to help ensure that the pipeline of workers with skills and competencies aligns better with the industry, thus increasing employment and retention. Pre-existing relationships can build the trust needed to share information and create a dialogue with employers to encourage them to seek assistance before it is too late. Economic and market intelligence gathering is more robust if positive working relationships with business and industry groups are developed outside of specific dislocations. Employers should be comfortable approaching the workforce system when looking for new workers, seeking assistance to avert a layoff, and helping their workers transition to a new job if they must end their local operation.

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Therefore, developing a long-term Business Outreach Plan is critical to engaging employers, developing a relationship with them to earn their trust, and ensuring they understand the full range of business solutions offered through the local workforce system, including, but not limited to, Rapid Response.

Thus, the state's Kentucky Workforce Innovation Board (KWIB), which focuses on aligning efforts – initiatives, programs, and funding - around priority sectors for a demand-driven workforce system, helps facilitate such employer engagement. Through extensive labor market research, the KWIB has identified five primary targeted sectors (i.e., advanced manufacturing, information technology and business, healthcare, transportation and logistics, and construction trades) and is driving workforce development efforts toward meeting the skill needs within these sectors. This approach is in partnership with employers, the Kentucky Career Center system, and partners. A vital activity of the KWIB is convening groups of employers to identify and develop solutions to address workforce needs along the entire business cycle continuum.

The KWIB seeks to:

- Implement an employer-based demand-driven system for workforce development using an industry sector approach
- Take the industry sector approach to a statewide scale
- Obtain accurate data on in-demand jobs and skill gaps
- Establish a strategic training fund to sustain the demand-driven workforce system to address skill gaps better

Reference

20 CFR Subpart C – Rapid Response Activities

Kentucky Career Center Rapid Response Manual

Office of Employer & Apprenticeship Services State Rapid Response Unit Responsibilities include:

- Receive and maintain all Worker Adjustment & Retraining Notification (WARN) notices in the Kentucky Integrated Business Engagement system (KIBES), as well as maintain dislocated worker and Rapid Response information on the Department of Workforce Development's websites and in KIBES
- Provide grant oversight of the Rapid Response program
- Recommend grants and contracts related to overall Rapid Response management to leadership
- Implement and maintain the necessary state partnerships related to dislocations (i.e., the U.S. Department of Labor, Employee Benefits Security Administration, and the Kentucky Personnel Cabinet)
- Serve as the central point of communication for Rapid Response
- Provide technical assistance and training to the local areas
- Develop prospective strategies for addressing dislocation events that ensure rapid access to the broad range of allowable assistance in conjunction with other appropriate federal, state, and local service agencies and officials, employer associations, technical or other business councils, and labor organizations
- Compile information and distribute it to the Kentucky Workforce Innovation Board (KWIB), the US DOL, and others as needed
- Serve as a WARN contact; email WARN and layoff/closure notices to local rapid response coordinators and appropriate partners within 24 to 48 hours
- Maintain the WARN notices at <https://kyworks.ky.gov>
- Coordinate and track the performance of outreach efforts with local workforce development areas regarding Rapid Response
- Monitor participation in all planned activities to ensure appropriate and meaningful activities and programs are provided for program compliance

Local Rapid Response Coordinator Responsibilities include the following:

Responding to WARN or Other Dislocation Event

WIOA holds states responsible for providing Rapid Response services pursuant to 20 CFR 682.310(b). OEAS maintains responsibility for ensuring compliance with federal and state

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Requirements regarding Rapid Response, implementation of program initiatives, and providing support, guidance, technical assistance, and financial resources to the LWDA's. As such, OEAS will remain the state's designated recipient of WARNs to fulfill its statutory requirements. However, it is expected that the Kentucky Career Center and other key partners will coordinate during all layoffs in a particular region, regardless of the size of the event.

Each LWDA must identify a lead Rapid Response coordinator to ensure that all Rapid Response partners are included. The local Rapid Response Coordinator must be an active, engaging LWDA's Kentucky Career Center business services team member. Because each event is unique, OEAS recognizes that flexibility is critical.

Receipt of Notification

Notifications (whether a WARN, a substantial layoff, or a minor event) come through various channels to the KCC, the LWDA, and other partners. The important factors in the response process are informing all partners of the notice, immediately contacting the company, and gathering information to disseminate for service planning.

- When the OEAS Rapid Response or KCC staff receives information regarding the event, they should immediately contact the other through the KIBES notification section to start the response process. Immediate contact must be made within 48 hours.
 - If OEAS is the first to be contacted, a response will be made via email and documented in KIBES or email, connecting the employer to the LWDA Rapid Response Coordinator.
 - Initial contact with the employer should attempt to secure the following information:
 - Company Name (including address and telephone number)
 - Company Contact Name and Title
 - Description of the business, including North American Industry Classification System code
 - Type of dislocation (e.g., Mass Layoff or Plant Closure)
 - Notification type (e.g., WARN, news article, letter, phone call, other)
 - Number of impacted workers and total workers at the facility
 - Note: Employer should be informed of all relevant assistance programs, including Trade Adjustment Assistance (TAA) and Trade Readjustment Act (TRA), and provided with the TAA application (www.doleta.gov/tradeact/), if appropriate, and advised on WARN (<https://doleta.gov/layoff/warn.cfm>) if the company needs assistance.

Employer Meeting/Contact

- When the LWDA Rapid Response Coordinator meets with the employer, they should attempt to secure the following information:

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- Brief description of impacted employee skill sets and corresponding occupations that can be linked to a Standardized Occupational Classification code
- Identify potential days and times for a Rapid Response employer meeting and/or Rapid Response worker/employee service session.
- A determination should be made regarding what other partners need to be notified and how they will participate. Other partners may include:
 - The Office of Unemployment Insurance
 - The Cabinet for Economic Development
 - Local Economic Development
 - The U.S. Department of Health and Human Services
 - The United Way
 - A Union Official
- The lead LWDA Rapid Response Coordinator will be responsible for the timely dissemination of information to other partners and key stakeholders to ensure accurate and up-to-date information is available and communicated
- When a meeting date is determined for Rapid Response, the LWDA Rapid Response Coordinator will remain responsible for securing the requested agency representation
- The initial Rapid Response employer meeting should include the LWDA Rapid Response coordinator, the KCC Rapid Response staff, other local partners as necessary, company officials, and employee representation (union or other). The meeting is to discuss business services and solutions that may avert or lessen the impact of the layoff. Each partner has a role in the meeting that adds value to the process as a whole. A Rapid Response meeting should include the following:
 - The opportunity to gather information regarding the layoff, timelines, demographic information, and skill sets of the affected workers and
 - The dissemination of information to assist both the business and worker through the transition to reemployment.

Rapid Response Worker/Employee Services

These services provide information on available resources to the impacted employees and meet the specific needs of each unique group of affected workers.

Rapid Response Workers/Employee Services may include other partners from the local One-Stop service centers and community agencies listed below, who will present information and provide informational materials.

- Local Workforce Development Areas

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- Office of Employer and Apprenticeship Services
- Kentucky Career Centers
- WIOA Dislocated Worker Job Training
- Office of Unemployment Insurance
- Veterans Services
- Trade Adjustment Assistance Program (TAA)
- Office of Vocational Rehabilitation
- Cabinet for Economic Development
- Office of Adult Education
- Kentucky Personnel Cabinet
- Local Community Organizations
- Local Health and Human Services
- Consumer Credit Counseling
- U.S. Department of Labor, Employee Benefits Security Administration (DOL-EBSA)
- Federal financial assistance for students

All Rapid Response Employee services and/or meetings may feature presentations from appropriate partners in the local area. Workers attending a Rapid Response session should receive information and access to the following:

- Kentucky Career Center services (NOTE: Staff should encourage affected workers to self-register in Citizen Connect as soon as possible, even though not dislocated at that time.)
- Employment services
- WIOA training activities
- TAA: if a TAA petition has not been filed, petitioning information should be provided
- Unemployment Insurance benefits
- Websites that provide job search and preparation guidelines
- Resume and interview workshops
- Veterans Program assistance
- Financial counseling programs
- Federal financial assistance for students
- Local Health and Human Services programs
- Adult Education programs
- Cabinet for Economic Development information.

The meeting may not always follow a Rapid Response (leadership) meeting due to the timing of the layoff or an employer's lack of cooperation. The Business Services Staff will provide emergency assistance adapted to the closing, layoff, or disaster.

State Rapid Response staff assistance is available upon LWDA request.

Inability to Schedule a Rapid Response or Rapid Response Worker/Employee Sessions

Scheduling a meeting is not always feasible. Workers may be laid off before the Rapid Response Team is notified, the employer does not want a meeting, the timing of events does not allow the process to play out, or other reasons may come into play. Because information and data are always

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To help determine a strategy for service delivery, the appropriate LWDA Rapid Response coordinator and local Business Services Teams (BST) should attempt to obtain the needed information and arrange a Rapid Response Worker/Employee community event. One-Stop and partner services information should be distributed to the impacted employees.

The data elements in KIBES should be collected when a business closes without prior notification. KCC Rapid Response staff should complete the entire data field to the best of their ability. The information from the Rapid Response program in KIBES is used for the following:

- Keep the Governor and leadership fully informed of dislocation events and their potential impact on local communities
- Respond to Legislative and other inquiries
- Enable the DWD to make informed budgetary decisions concerning the allocation of National Dislocated Worker grants and the WIOA discretionary funding
- Comply with federal reporting requirements to include the maintenance of layoff information in the KIBES system
- Serve customers with transparency and accountability

The LWDA Rapid Response Coordinator must have a local policy describing how the Local Workforce Development Board will coordinate Rapid Response activities with the Kentucky Career Center to address actual or potential dislocation events. The policy may be covered separately or included in the LWDA local plan. Layoff aversion strategies must be addressed as part of the policy. Layoff aversion may be part of the overall Rapid Response policy or under separate cover. In addition to the general Rapid Response elements, the policy must include the following actions, at a minimum:

- The name of the local Rapid Response coordinator, primarily responsible for activities including scheduling and facilitating Rapid Response and Rapid Response Employee/Worker Sessions, along with the title, mailing address, email address, and telephone number.
- A description of the coordination of business services, which may include layoff aversion strategies.
- A listing of all agencies represented on the LWDA Rapid Response Team

Reporting Requirements

Rapid Response service activity is tracked in KIBES. All information requested, with weekly status updates, must be entered in the KIBES under the Rapid Response program tab. All final data must be entered within ten business days of a Rapid Response session.

Below are the needed data elements, if applicable to the Rapid Response service provided:

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Company
[American Greetings Corp-Bardstown](#)

Program Type ①
 Rapid Response/Downsizing Assistance

Program Type Sub-Category ①
[Plan Layoff Resp/Delivery of Rapid Resp](#)

[CHFS Programs](#)

[CHFS Sub-services](#)

Description
[Received WARN referred to LWDA for Rapid Response.](#)

Job Title Zip

Employees Served(If applicable) ①

Applicants Served ①

Number Of KCC Customers Hired(If applica ①

Target Group for Untapped Labor Pools

Case Number

Approval Status
[Approved](#)

Approval/Start Date
[1/12/2018](#)

Completed/End Date
[3/14/2018](#)

Related Notice

▼ Rapid Response Requirements

Date LWDA received WARN

RR Jobs Report Completed & Attached ①

Initial Visit/Contact Date
[1/24/2018](#)

Num. of Employees Affected

Type of Rapid Response Action Provided
[Employee Meetings](#)

Rapid Response Action Provided -Describe
[Rapid Response information sessions were provided to the employees on 3/14/18 at 10:00 pm and 11:00 pm at the company.](#)

Refusal/Rejection Notes ①

Num. of Employees Re-Employed

Num. referred to a KCC Partner

Agencies involved in providing services
[Employment Services;Kentucky Adult Education;LWDA;Unemployment Insurance;US DOL/Employee Benefits Security Admin](#)

RR Reportable Status Update -Week #1

RR Reportable Status Update -Week #2

RR Reportable Status Update -Week #3

RR Reportable Status Update -Week #4

RR Reportable Status Update -Week #5

RR Reportable Status Update -Week #6

RR Reportable Status Update -Week #7

RR Reportable Status Update -Week #8

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Different Layoff Count ⓘ	/
Secondary LWDA Impacted by this Layoff	/
Average Age of Workers	/
45+ years	/
Will/Has State or LWDA filed a NDWG? ⓘ	/
No	/
Average Education Level of Workers	/
HS graduate or equivalent	/
Has a trade petition been filed&certified	/
No	/
Average Length of Service	/
15-21 years	/
Describe affected work force ⓘ	/
Average Wage of Workers	/
\$16.00-\$20.99 per hour	/
Veterans Affected?	<input type="checkbox"/> /
Date of Employee Rapid Response Services	/
3/14/2018	/
Individual(s)with a disability affected?	<input type="checkbox"/> /
Where will the services be provided?	/
Onsite Business Location	/
Non-English speakers affected?	<input type="checkbox"/> /

Kentucky Career Center Rapid Response Manual

References

20 CFR Subpart C – Rapid Response Activities (20 CFR 682.300 - 682.370)

WIOA Section 134(a)(2)(A)

TEN 31-11 – The Rapid Response Framework

TEN 9-12 – Layoff Aversion in Rapid Response Systems

TEN 32-11 – Rapid Response Self-Assessment Tool

TEGL 19-16 - Operating Guidance for the WIOA