



RAPID RESPONSE PROCESS MANAGEMENT TOOL
PROGRAM YEAR (PY) 2023-2024

LWDB Name: _____

Dates of Review: _____

Review Period: _____

Rapid Response Coordinator Completing the Tool I: _____

LOCAL POLICY	REFERENCES	YES	NO	COMMENTS	Reviewed by Florida Department of Commerce <i>(Initials)</i>
1. Does the Local Workforce Development Board (LWDB) have local operating policies (LOP) in place to administer the Rapid Response (RR) program? If yes, provide a copy of the LOP.	<u>Administrative Policy 114;</u> <u>TEGL 19-16;</u> <u>Grantee – Subgrantee Agreement.</u>	<input type="checkbox"/>	<input type="checkbox"/>		
2. If yes to question #1, does the LOP describe: <ul style="list-style-type: none"> a. The roles and responsibilities of the local RR Coordinator. b. The roles and duties of other LWDB and career center staff. c. Other RR partners, including state and other local agencies, organizations and/or service providers. d. A local integrated strategy that offers an array of different RR services to affected employers and workers. e. The four common circumstances in which RR must be provided. f. The process after a Worker Adjustment and Retraining Notification (WARN) is received from the Department of Commerce. g. The process for establishing initial contact with the employer and scheduling RR activities. h. The process taken when non-WARN events are identified. 	<u>20 CFR Part 639; TEGL 19-16; and Administration Policy 114.</u>	<input type="checkbox"/>	<input type="checkbox"/>		

INFRASTRUCTURE	REFERENCES	YES	NO	COMMENTS	
<p>1. Does the local RR program include informational and direct reemployment services for affected workers including but not limited to:</p> <ul style="list-style-type: none"> a. Information and support for filling out unemployment insurance claims. b. Information on the impact of layoff on health coverage or other benefits. c. Information on and referral to career services, reemployment-focused workshops, services, and training. d. Information on community services. <p>If yes, provide a copy of the informational package distributed to affected workers.</p>	<p><u>20 CFR 682.300(b)(1);</u> <u>TEGL 19-16;</u> <u>and</u> <u>Administrative Policy 114.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>2. Does the local RR program include delivery of solutions to address the needs of businesses in transition across the business lifecycle to include:</p> <ul style="list-style-type: none"> a. Comprehensive business engagement. b. Layoff aversion strategies. c. Activities designed to prevent or minimize the duration of unemployment. <p>If yes, provide a copy of the informational material distributed to employers across the business lifecycle.</p>	<p><u>20 CFR 682.300(b)(2);</u> <u>TEGL 19-16;</u> <u>and</u> <u>Administrative Policy 114.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>3. Are networks and partnerships developed and maintained to ensure the ability to provide social service assistance to dislocated workers and their families?</p> <p>If yes, provide a list of the applicable social service network partners and describe the role of each.</p>	<p><u>20 CFR 682.300(b)(3);</u> <u>TEGL 19-16;</u> <u>and</u> <u>Administrative Policy 114.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>4. Does the LWDB have an early warning network system that quickly alerts other RR team members and stakeholders of potential dislocations, impeding needs, and/or needed actions?</p> <p>If yes, describe the early warning network notification process and provide documentation of a notification previously sent to network partners.</p>	<p><u>682.330 (g);</u> <u>and TEGL 19-16.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>		
REQUIRED ACTIVITIES	REFERENCES	YES	NO	COMMENTS	
<p>1. Are layoff aversion strategies and activities offered to employers by the LWDB to prevent or minimize the duration of unemployment resulting from layoffs?</p> <p>If yes, describe each available layoff aversion strategy and activity offered by the LWDB or indicate where this can be found.</p>	<p><u>20 CFR 682.320; 20 CFR 682.330;</u> <u>TEGL 19-16;</u> <u>and</u> <u>Administrative Policy 114.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>		

<p>2. Does immediate and onsite contact with the employer and representatives of the affected workers include an assessment that addresses:</p> <ul style="list-style-type: none"> a. Layoff plans and schedule of the employer. b. Background and probable assistance required for the affected workers. c. Reemployment prospect for workers. d. Available resources to meet the short and long-term assistance needs of the affected workers. <p>If yes, please provide documentation of the most recent WARN notice received from the Department of Commerce and posted to the WARN site on the FloridaJobs website; documentation to support the date in which a rapid response event took place; the event attendee list(s); and a copy of the employer case notes documenting the employer's plans and information provided to the affected workers.</p>	<p><u>20 CFR 682.330 (b); and Administrative Policy 114.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>3. Does the RR program have a process/procedure in place to ensure affected workers receive the required access to the following services/activities:</p> <ul style="list-style-type: none"> a. Unemployment compensation benefits and programs. b. Comprehensive one-stop delivery system services. c. Employment and training activities, Pell grants, GI Bill, and other resources. d. Worker groups for which a petition for Trade Adjustment Assistance has been filed. e. Other necessary services and resources including workshops and classes, use of worker transition centers, and job fairs. <p>If yes, provide the process/procedure that supports the required delivery and access of services to affected workers.</p>	<p><u>20 CFR 682.330 (c) and (d); TEGL 19-16; and Administrative Policy 114.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>4. Does the LWDB partner with the elected officials to ensure a coordinated response to the dislocation event?</p> <p>If yes, provide the name and title of the elected officials.</p>	<p><u>20 CFR 682.330 (e) and TEGL 19-16.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>5. Does the RR program include the provision of emergency assistance and is the assistance adapted to the particular layoff or disaster?</p> <p>If yes, list each emergency assistance organization and describe how each organization will assist during anticipated layoffs and/or disasters or indicate where this can be found.</p>	<p><u>20 CFR 682.330 (f) and TEGL 19-16.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>		

<p>6. Does the RR program have systems and processes designed to anticipate, prepare for, and manage economic changes to include:</p> <p>a. Identifying and gathering information for early warning of potential layoffs or opportunities for layoff aversion.</p> <p>b. Analyzing, and acting upon, data and information on dislocation and other economic activities in the local area.</p> <p>c. Tracking outcome and performance data and information related to the activities of the rapid response program.</p> <p>d. Other informational resources.</p> <p>If yes, describe the systems and related processes.</p>	<p><u>20 CFR 682.330 (g); and TEGL 19-16.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>		
REPORTING REQUIREMENTS	REFERENCES	YES	NO	COMMENTS	
<p>1. Does the LWDB have a process/procedure in place to ensure that participant and employer related rapid response services are recorded in Wagner-Peyser, Trade Adjustment Act and/or the WIOA program?</p> <p>If yes, provide a copy of the process/procedure instructing staff of the requirement.</p>	<p><u>20 CFR 682.360 (a) and (b); TEGL 19-16; and Administrative Policy 114.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>2. If yes to question #1, does the process/procedure ensure the following employer service codes are identified and properly recorded in Employ Florida to document staff and employer interactions, as applicable?</p> <ul style="list-style-type: none"> • E18-Provided Workforce Development Training Information • E25-Customized Training • E31-Incumbent Worker Training • E38-On-The Job Training • E42-Rapid Response/Dislocated Workers' Assistance • E43-Short Time Compensation • E46-TAA Petition Assistance • E47-WARN Notice Assistance • E57-Provided Information Regarding Registered Apprenticeship • E70-Rapid Response Initial Employer Visit • E71-Provision of Layoff Aversion Plan • E72-Referral to Small Business Development Center (SBDC) • E74-Rapid Response Orientation 	<p><u>Administrative Policy 114; and Employ Service Codes Guide.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>3. If yes to question #1, does the process/procedure include the requirement for documenting employers who decline or refuse RR services?</p>	<p><u>Administrative Policy 114.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>		
REACH Act-LETTER GRADES	REFERENCES	YES	NO	COMMENTS	
<p>1. Does the LWDB have a strategy that maximizes the role of the RR program regarding performance accountability measures number five - Continued</p>	<p><u>REACH Act.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>		

<p>Repeat Business; and number six - Year-Over Year Business Penetration?</p> <p>If yes, provide a copy of the established strategy/plan.</p>					