



LOS ANGELES COUNTY

WIA Rapid Response Program

DIRECTIVE

Number: WIARR D09-02

Subject: Workforce Investment Act (WIA)
Rapid Response (RR) 121 Completion Instructions

Date: September 21, 2009

Effective Date: Immediately

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OVERVIEW:

As part of a comprehensive strategy to meet the workforce development needs of businesses and dislocated workers, the Los Angeles County Workforce Local Investment Area (LWIA) provides Rapid Response services to employers and workers who have been affected by permanent business closures, mass lay-offs, natural or other disasters, and other events of worker dislocation described within the Workforce Investment Act (WIA).

Purpose:

This directive provides information and guidance to County Workforce Investment Act (WIA) program contractors on the Workforce Investment Board (WIB) policies and procedures concerning the completion of 121 for WIA Rapid Response services.

Scope:

This directive supplements Federal and State guidance and applies to County-funded WIA service providers that are specifically contracted to provide Rapid Response services and activities.

Effective Date:

This directive is effective on the date of its issuance.

References:

- WIA Section 133(a)(2) – *Within State Allocation – Statewide Rapid Response Activities*
- WIA Section 134(a)(2)(A) – *Statewide Rapid Response Activities*
- Title 20 CFR Part 665.300 - *What are rapid response activities and who is responsible for providing them?*
- Title 20 CFR Part 665.310 - *What rapid response activities are required?*
- Title 20 CFR Part 665.320 - *May other activities be undertaken as part of rapid response?*

- Title 20 CFR Part 665.340 - *What is meant by "provision of additional assistance" in WIA section 134(a)(2)(A)(ii)?*
- State EDD Workforce Investment Act Directive WIAD05-18 (June 14, 2006) –*Dislocated Worker 25 Percent Funding Policy*
- State EDD Workforce Investment Act Information Bulletin WIAB03-80 (April 20, 2004) – *Rapid Response Policy – Input Requested*
- State EDD Workforce Investment Act Information Bulletin WIAB03-85 (May 14, 2004) – *Proposed Dislocated Worker 25 Percent Funding Policy*

BACKGROUND:

Within California, LWIAs, such as the County of Los Angeles, work closely with the State to deliver rapid response services. As the administrator for the County's WIA program, Community and Senior Services (CSS) receives employer notices issued in compliance with the federal and State requirements under the Worker Adjustment and Retraining Notification (WARN) Act and coordinates WIA Rapid Response (RR) activities and contractors to address the dislocation events specified in these notices. CSS also receives notice of impending layoffs directly from companies, WorkSource Centers, individuals and other sources.

POLICIES/PROCEDURES:

The following policies, procedures and service priorities have been established by the County as part of its overall strategy to deliver WIA RR services. Contractors must make available all RR services required under WIA. Additional services that are specified in the contractor's Statement of Work may also be provided.

Policies:

It is the policy of the Los Angeles County Workforce Investment Area that contractors must complete a WIA 121 form for required "**On-Site Services**" only. The 121 form was developed for reporting Rapid Response activities to obtain the quantitative layoff data for WARN and non-WARN activities

Procedures:

RAPID RESPONSE 121 COMPLETION AND SUBMITTAL

Rapid Response Required Activities On-Site Visit (CSS Form 121) Form (Attachment)

A CSS 121 Form must be completed for any **on-site** visit to assist dislocated workers in obtaining reemployment because of a permanent closure or layoff of employees at a plant, business facility, or enterprise. Reportable **on-site** visits include WARN and non-WARN events. Complete separate CSS 121s for each on-site visit occurring on different days, at different locations, or at different employers. **Do not complete a 121 for any service that does not result in an on-site visit.**

1. Adobe Reader is required to view and complete the CSS 121 Form. If you do not have Adobe Reader, you may download the latest version for free at: <http://www.adobe.com/products/reader>.
2. Complete the form by tabbing from one yellow-highlighted field to the next. This form is designed to collect data by a combination of narrative explanation, selection of specific items from pull-down menus, and by checking information boxes.
3. Job fairs should not be recorded on a 121, unless they are conducted as part of the on-site response to a significant dislocation. Please refer to State EDD WIA Directive No. WIAD04-9 for more information on required RR activities. The WIA 121 may be used to determine future allocations RR allocations.

The following table contains field descriptions in order to assist you with the completion of the CSS 121 Form:

GENERAL INFORMATION SECTION	
<i>Date of Visit</i>	Date on which Rapid Response on-site services were provided to a business or commercial establishment where workers are being laid off. If the on-site services span more than one day or extend to more than one site, fill out a separate form for each day and/or site that Rapid Response on-site services are provided at location.
<i>Name of Reporting LWIA</i>	LOS ANGELES COUNTY WORKFORCE INVESTMENT BOARD
<i>LWIA Contact Person</i>	Name of RR contractor's employee responsible for the RR on-site services. This contact person should have knowledge regarding this report.
<i>Telephone Number</i>	Telephone number of the RR contractor's employee identified above.
<i>Email Address</i>	Email address of RR contractor's employee identified above.
<i>Fax</i>	Fax number of RR contractor's employee identified above.
<i>Primary Reason for On-Site Visit</i>	Select from the six items listed in the drop-down menu.
<i>Explanation of Other Reasons</i>	If the contractor had other reasons for providing a Rapid Response on-site visit, enter the reason and an explanation.

EMPLOYER INFORMATION	
Name of Company	Official name of the company (As it appears on the WARN , if available) receiving on-site Rapid Response services.
Street Address	Street address of company. (Location of on-site visit.)
City	City where company is located. (location of on-site visit)
Zip Code	Zip code for location of on-site visit
Company Contact Person	Name of company contact person for Rapid Response relative to the location entered above. (If more than one, please enter in comments section)
Title	Title of on-site company contact person for Rapid Response.
Telephone Number	Telephone number of on-site company contact person for Rapid Response.
Fax Number	Fax number of on-site company contact person for Rapid Response.
Date of Layoff that Caused Visit	Date of first layoff. (Must Match WARN)
Number of Affected Local Employees	Number of employees within the contractor's service area affected by the layoff/closure. (Must Match WARN)
Was a WARN notice filed?	Select Yes, No, or Don't Know from the pull-down menu.
Was a Trade Act petition filed?	Select Yes, No, or Don't Know from the pull-down menu.
Industry Type	Select the employer's industry description from the pull-down menu.
What job classifications are being affected? Briefly describe	Provide a brief description of the job classifications of affected workers along with the number of affected workers [e.g., truck drivers (25), electronic assemblers (55), machinists (20) , other (5)]
Are the layoffs caused because the employer is relocating jobs?	Select "Yes" or "No" from the pull-down menu.
LAYOFFS SCHEDULED OVER THE NEXT SIX MONTHS	
Month	These fields are self populated based on the date of visit. No entry is required.

MEETING ATTENDEES	
Employer Representatives	If the employer had representatives (other than affected workers) at the on-site, enter a check mark. Point the cursor at the box and click the mouse to enter a check mark.
Union Representatives –Union Name(s) and Local Number(s)	Enter a check mark if a union representative was present at the on-site visit. Enter the union name(s) and local number(s) in the space after the check box (e.g., SEIU 250).
Affected Employees – How Many?	Enter a check mark if affected employees were present at the on-site visit, and enter the total number of affected workers that attended the on-site orientations or meetings on date for which this 121 report is being completed.
Employment Development Department	Enter a check mark if EDD had a representative was present at the on-site visit.
If EDD did not attend, person and date contacted	Provide the name of the EDD representative contacted and date contacted.
News Media? Specify if known	Enter a check mark if any media representatives were in attendance, and provide a brief description of these media persons or groups if known.
Others	Enter a check mark if any others attended and provide the names and organizations of others attending (e.g., ERISA, Consumer Credit Counseling, other LWIAs, etc.)
MEETING LOGISTICS	
LWIA Staff Hours to Prepare for Visit	Cumulative time spent by all RR contractor staff in preparation for this on-site meeting (e.g., assembling materials, planning, etc.)
Length of Meeting (in hours)	Cumulative hours of all meetings and orientations conducted during this on-site visit, including time for travel.
Number of LWIA Staff at Meeting	Number of RR contractor staff attending the meetings/orientations on this date. <i>The product of time and staff represents the on-site hours dedicated to this on-site event.</i>
How many affected (laid-off) workers completed a Rapid Response Survey during this on-site?	Number of affected works that completed a needs survey during this on-site visit.
COMMENTS/EXPLANATORY NOTES	
Any information not collected in this form, but would be useful to CSS for funding or information purposes. Additional comments or notes.	

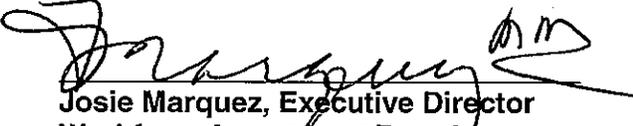
1. 121 On-Site Visit Reports must be completed **THOROUGHLY AND ACCURATELY**. Complete the On-Site Visit Report 121 and submit it electronically, directly, by e-mail to EDD at warn2@edd.ca.gov and to the RR Coordinator at RapidResponse@css.lacounty.gov **within seven (7) days** from the date of activity.
2. If any intervention strategy or layoff aversion plan is used, RR contractor shall describe it in an e-mail to RR Coordinator and include information in monthly report.
3. RR contractor shall maintain company files by company that contain all completed required RR documentation.

ACTION:

Los Angeles County WIA Rapid Response contractors should adhere to the policies and procedures described herein are communicated throughout the operations, management and governance structure of the contractor organization and that this Directive is appropriately maintained until further notice.

INQUIRIES:

Inquiries regarding this directive and the policies and procedures described herein should be directed to Irene Pelayo at (213) 351-5246 or ipelayo@css.lacounty.gov.



**Josie Marquez, Executive Director
Workforce Investment Board**

Attachment:

- On-site Visit Form (CSS 121 Form)

RAPID RESPONSE REQUIRED ACTIVITIES ON-SITE VISIT FORM

This form must be completed, and it should only be completed to report on-site visits by LWIA staff to conduct "required" Rapid Response activities. (Please see Directive WIAD04-9 with its attachments for a definition of the distinction between required and allowable activities.) Activities reported on this form are those relating to on-site visits that respond to significant layoffs, as defined by the LWIB for dislocated worker eligibility. Reportable on-site visits include WARN and non-WARN events. If multiple sessions are conducted on the same day, at a single location, and for a single employer, complete this report with consolidated information for that specific date, location, and employer. Complete separate reports for each on-site visit occurring on different days, at different locations, or at different employers.

General Information		
Date of Visit:	Name of Reporting LWIA: Los Angeles County	
LWIA Contact Person:	Telephone Number:	
E-mail Address:	Cell Phone:	Fax:
Primary Reason for On-site Visit:		
Explanation of Other Reasons:		

Employer Information	
Name of Company:	EAN:
Street Address:	City: Zip Code:
Company Contact Person:	Title: H.R Manager
Telephone Number:	Fax Number: unknown
Date of Layoff that Caused Visit:	Number of Affected Local Employees:
Was a WARN notice filed?	Was a Trade Act petition filed?
	Industry Type:
What job classifications are being affected? briefly describe	
Are the layoffs caused because the employer is relocating jobs? No	

Layoffs Scheduled Over Next Six Months						
Month	Jan 00	Feb 00	Mar 00	Apr 00	May 00	Jun 00
Number of Layoffs Expected						

Meeting Attendees	Meeting Logistics
<input checked="" type="checkbox"/> Employer Representatives	LWIA Staff Hours to Prepare for Visit:
<input type="checkbox"/> Union Representatives - Union Name(s) & Local #(s):	Length of Meeting (in hours):
<input type="checkbox"/> Affected Employees -How many?	Number of LWIA Staff at Meeting:
<input checked="" type="checkbox"/> Employment Development Department	How many affected workers completed a Rapid Response survey during this on-site? -
If EDD did not attend, person and date contacted:	
<input type="checkbox"/> News Media specify if known	
<input type="checkbox"/> Others	

Comments/Explanatory Notes

E-mail to: warn2@edd.ca.gov	State Use Only -- WARN Number:	
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