



# LOS ANGELES COUNTY

## WIA and WIA/ARRA Rapid Response Program

### DIRECTIVE

**Number:** WIARR D09-03

**Subject:** Workforce Investment Act (WIA) and  
WIA/ARRA Rapid Response Monthly Activity Report

**Date:** September 21, 2009

**Effective Date:** Immediately

**Page 1 of 2**

#### **OVERVIEW:**

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. In order to sustain transparency and accountability as required by the American Recovery and Reinvestment Act (ARRA), WIA/ARRA Rapid Response (RR) activities must be reported and tracked separately from WIA/ARRA.

#### **Purpose:**

This directive provides information and guidance to Los Angeles County Rapid Response program contractors on the proper completion and submission of the Rapid Response Monthly Activity Reports (R-MAR), one based on formula funding and the second based on WIA/ARRA funding. Each Rapid Response contractor will be expected to submit two (2) reports per month.

#### **Scope:**

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

#### **Effective Date:**

This directive is effective immediately upon issuance.

#### **References:**

- WIA Section 133(a)(2) – *Within State Allocation – Statewide Rapid Response Activities*
- 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?*
- 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*

#### **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 and or contractors also receive notices of impending layoffs directly from companies, other WorkSource Centers, individuals and other sources these are referred to as NON-WARN's. The WIA Rapid (WIA R-MAR) and the WIA/ARRA Rapid Response Report (WIA/ARRA R-MAR) include key performance requirements as set forth in both the WIA Rapid Response contract and WIA/ARRA Rapid Response Contracts for Program Year 2009-2010. Rapid Response contractors are responsible for meeting all performance requirements in each both the WIA Rapid Response Contract and WIA/ARRA Rapid Response Contract and for tracking them separately.

## **POLICY/PROCEDURES:**

### **Policy:**

It is the policy of the Los Angeles County Workforce Investment Area that all RR contractors are responsible for the timely preparation and submission of a Rapid Response Monthly Activity Report (R-MAR) as indicated below.

### **Procedures:**

#### **RAPID RESPONSE MONTHLY ACTIVITY REPORT AND REPORTING PROCESS**

The RR contractors shall:

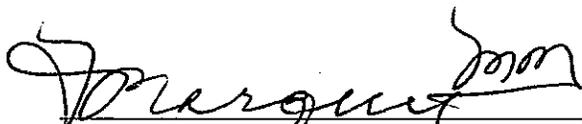
1. Submit both the WIA R-MAR and the WIA/ARRA R-MAR via e-mail to the Rapid Response Coordinator at, [RapidResponse@css.lacounty.gov](mailto:RapidResponse@css.lacounty.gov) , no later than the 5<sup>th</sup> day of the following month. For instance, the R-MAR's for July 2009 are due August 5, 2009. (See Attachment A and Attachment B).

### **ACTION:**

Los Angeles County WIA RR contractors should ensure that 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](mailto:ipelayo@css.lacounty.gov).



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

### **Attachments:**

- o Sample WIA R-MAR – Attachment A
- o Sample WIA/ARRA R-MAR Attachment B







