



# LOS ANGELES COUNTY

## WIA Rapid Response Program

### DIRECTIVE

**Number: WIARR D14-03**

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

**Date: October 8, 2014**

**Effective Date: Immediately**

**\*\*\*THIS DIRECTIVE SUPERCEDES WIARR D09-03 DATED 10/21/09\*\*\***

#### **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, America's Job Centers, individuals and other sources.

#### **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 Report (RR-MAR).

#### **Scope:**

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

#### **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*
- WIARR D14-02 – *WIA Rapid Response 121 & 122 Completion Instructions*

## **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 Response Report (RR-MAR) includes key performance requirements as set forth in the WIA Rapid Response contract. Rapid Response contractors are responsible for meeting all performance requirements in the WIA Rapid Response Contract.

## **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 (RR-MAR) as indicated below.

### **Procedures:**

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

The RR contractors shall:

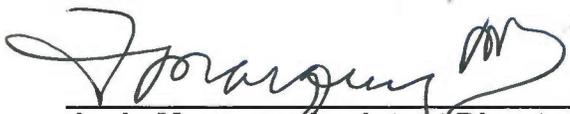
1. Submit the WIA RR-MAR via e-mail to the Rapid Response Coordinator at, [RapidResponse@css.lacounty.gov](mailto:RapidResponse@css.lacounty.gov), no later than the 5<sup>th</sup> day of the following month. For instance, the RR-MAR for July 2014 is due August 5, 2014 (See Attachment 1).

### **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 CSS Staff at [RapidResponse@css.lacounty.gov](mailto:RapidResponse@css.lacounty.gov).



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**Josie Marquez, Assistant Director  
Workforce & Community Services Branch**

Attachments:

WIA RR-MAR — Attachment 1



**LAY-OFF AVERSIONS ACTIVITIES**

Company Name	Company Address	Contact Person of Company	Phone of Company Contact	Email of Company Contact	Onsite Visit (Date)	122 Generated (Y/N)	Service Provided	Notes

**OTHER ALLOWABLE ACTIVITIES**

Company Name	Company Address	Contact Person of Company	Phone of Company Contact	Email of Company Contact	Onsite Visit (Date)	122 Generated (Y/N)	Service Provided	Notes

**COMMENTS AND NOTES:**

NOTES: