



# COUNTY OF LOS ANGELES

## WIOA RAPID RESPONSE PROGRAM INFORMATIONAL BULLETIN

NUMBER: WIOARR B16-01      SUBJECT: Rapid Response & Layoff Aversion  
Technical Assistance Process

DATE: 2/03/2016

EFFECTIVE DATE: Immediately

**TO: LOS ANGELES COUNTY RAPID RESPONSE CONTRACTORS**

### **PURPOSE**

This bulletin provides the updated Technical Assistance (TA) process for the Workforce Innovation and Opportunity Act (WIOA) Rapid Response and Layoff Aversion programs.

### **SCOPE**

Los Angeles County Rapid Response contractors received the Program Year (PY) 2015-16 TA schedule during the LA County CSS WIOA Quarterly Contractors Meeting on October 29, 2015; an updated schedule is attached (Attachment A). LA County may schedule additional visits on an as-needed basis. For PY 2014-15, the TA process was updated to include an in-depth employer file review. This process will continue for PY 2015-2016 with updates to reflect changes brought on by WIOA.

Employer file review will include WARN/Non-WARN information, Rapid Response process, completed 121 forms, and Rapid Response packets. Layoff Aversion files will also be reviewed for process, completed 122 forms and Employer letter (if applicable). CSS Rapid Response staff will assess overall agency suitability within our system based on these reviews and will make recommendations if needed.

This enhanced process will enable LA County to identify areas of concern in the Rapid Response program. This is necessary and essential to assist all Rapid Response Contractors in maximizing services in the most effective manner.

Below is a step by step of the TA process:

- First Visit
  - AJCCs will receive the requested list of files by close of business, the day before the scheduled visit.

- TA Team will review employer files using the *Technical Assistance Checklist* (Attachment B).
- At the end of the review, TA Team will meet with AJCC staff to review the major issues identified.
- A TA letter will be sent to the AJCC Executive Director within 5 business days highlighting the issues identified during our visit.
- TA letter may include a request for a Performance Enhancement Plan (PEP) within 7 business days (if needed).
- Second Visit
  - Follow up visit with agency (based on PEP response, if applicable).
  - Refer matter to Contracts Compliance and Contracts Management Divisions if issues still persist at the AJCC (if applicable).

In addition to the visits scheduled by LA County, AJCCs may request additional assistance by sending a request to [RapidResponse@css.lacounty.gov](mailto:RapidResponse@css.lacounty.gov).

#### **EFFECTIVE DATE**

Effective immediately upon release.

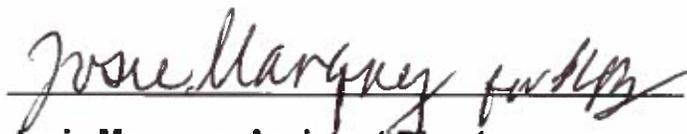
#### **ACTIONS**

Los Angeles County Rapid Response program staff shall ensure that the information provided herein is communicated throughout the operations, management and governance structure of the AJCC and ensure the Bulletin is appropriately maintained until further notice. See the attachments for more details.

#### **INQUIRIES**

If you have any questions or concerns, please email us at [RapidResponse@css.lacounty.gov](mailto:RapidResponse@css.lacounty.gov)

Thank you,



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

#### **Attachments**

- A. *TA Schedule*
- B. *Technical Assistance Checklist*



**Los Angeles County Community and Senior Services  
Rapid Response Technical Assistance Schedule  
PY 2015-16**



Agency	Date of Visit
Southeast Area Social Services Funding Authority (SASSFA) AJCC (Including Paramount Satellite)	2/4/2016
Central San Gabriel Valley AJCC	2/11/2016
Jewish Vocational Services (JVS) West Los Angeles AJCC	3/3/2016

\*Visits will be scheduled from 9:00am - 5:00pm unless stated otherwise

\*\*Schedule subject to change

Last Updated: 1/07/2016

**RAPID RESPONSE & LAYOFF AVERSION PROGRAMS CHECKLIST** Attachment B

Agency Name: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

LOA

RR

Company Information		Comments								
Company Name		Both System and Paper Application Match: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:								
Street Address										
City										
Zip Code										
WARN Information		Requirement Met:								
WARN	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Non-WARN	<input type="checkbox"/> Yes Approval from LA County <input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:								
Other Activity										
Rapid Response Process		Requirement Met:								
Notification <input type="checkbox"/> Yes <input type="checkbox"/> No	1. Agency responded to WARN and contacted company within 24 hours: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Planning Meeting <input type="checkbox"/> Yes <input type="checkbox"/> No	1. Confirmation of invitation to RR Red Team: <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Did all RR Red Team Members Attend? <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:	Notes:								
Rapid Response Orientation <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Date of Visit:</td> <td></td> </tr> <tr> <td>Number of Affected Local Employees:</td> <td></td> </tr> <tr> <td>Number of Affected Employees Attending:</td> <td></td> </tr> <tr> <td>On-site:</td> <td><input type="checkbox"/> Yes    <input type="checkbox"/> No</td> </tr> </table>	Date of Visit:		Number of Affected Local Employees:		Number of Affected Employees Attending:		On-site:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Visit:										
Number of Affected Local Employees:										
Number of Affected Employees Attending:										
On-site:	<input type="checkbox"/> Yes <input type="checkbox"/> No									
121 Forms		Requirement Met:								
Filled out completely:	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Company Name matches WARN:	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:	Notes:								
Number of Affected Local Employees match WARN:	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:									
Submitted Planning Meeting 121 <i>(within 5 days of activity)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:									
Submitted Orientation 121 <i>(within 5 days of activity)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:									
Comments match information:	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:									

Rapid Response Packets		Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Folder/Packet Information</b>		Notes:
<b>Contractor Forms</b>	<b>EDD Forms</b>	
<input type="checkbox"/> Rapid Response Folders	<input type="checkbox"/> DE 8717 UI - UI Book Mark	
<input type="checkbox"/> Rapid Response Directories	<input type="checkbox"/> DE 8714T- Fact Sheet-Vet Employ-Program	
<input type="checkbox"/> Rapid Response Survey	<input type="checkbox"/> DE 2320- For Your Benefits	
<input type="checkbox"/> UI Benefits Brochures	<input type="checkbox"/> DE 8217 - Register with CalJOBS	
Rapid Response Contractor File		Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Copy of WARN or Email of Non-WARN	<b>Comments</b>	Notes:
<input type="checkbox"/> Case Notes		
<input type="checkbox"/> Copy of 121 Forms		
<input type="checkbox"/> Sign in Sheets		
<input type="checkbox"/> Employee Surveys		
<input type="checkbox"/> Other		
Layoff Aversion		Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Copy of Email Approval	<b>Comments</b>	Notes:
<input type="checkbox"/> Copy of Initial 122 Form		
<input type="checkbox"/> Case Notes		
<input type="checkbox"/> Copy of Final 122 Form		
<input type="checkbox"/> Employer Letter		
Systemic Issues		
Comments:		Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No
AGENCY REPRESENTATIVE PRINT NAME	CSS REPRESENTATIVE PRINT NAME	
SIGNATURE	SIGNATURE	
DATE:	DATE:	