

**AUTHORITY:** The Michigan Works! Southwest Workforce Development Board is established under the Workforce Investment Act of 1998 (as a “local workforce investment board”), the Workforce Innovation and Opportunity Act of 2014, and subsequent changes. The Board is assigned the responsibility to set policy for the workforce investment system within the local area.

**ORDER OF PRECEDENCE:** Where any part of this policy shall be determined to be in conflict with any federal, state or local policy, the federal, state, and then local policy shall take precedence without affecting any other part or parts of this policy.

## Rapid Response Activities

### BACKGROUND

The central purpose of Rapid response is to help laid-off workers quickly transition to new employment. Rapid Response acts as both a provider of direct reemployment services and as a facilitator of additional services and resources. Rapid Response is a primary gateway to the workforce system for both dislocated workers and employers and is a component of a demand driven system.

WIA/WIOA holds States responsible for the provision of Rapid Response services. The Workforce Development Agency (WDA) maintains responsibility for ensuring compliance with federal and state requirements, implementation of program initiatives, and providing support, guidance, technical assistance and financial resources to the local service delivery areas (MWAs). As such, the WDA WIA/WIOA Section will remain the State’s designated recipient of WARNS (Worker Adjustment & Retraining Notifications) to fulfill its statutory requirements. It is the expectation that WDA and MWAs, along with other key partners, will act in coordination during all layoffs in a particular region regardless of the size of the event.

Rapid Response takes an ongoing, comprehensive approach to planning, identifying, and responding to layoffs, and preventing or minimizing their impacts whenever possible. A successful Rapid Response system includes:

- Informational and direct reemployment services for workers;
- Convening, facilitating, and brokering connections, networks, and partners;
- Solutions to meet the needs of businesses across the business lifecycle, expansion and contraction; and
- Strategic planning, data gathering and analysis designed to prepare for, anticipate, and manage economic transition.

Using the demand driven approach and the local business service teams, employer engagement through industry cluster initiatives and professional and civic organizations shall focus on relationship development. These relationships serve as vehicles for information sharing and increasing the awareness of local, regional and state resources that support positive talent development and business viability.

This policy describes the role of the Michigan Works! Southwest Agency in the coordination of local rapid response services with those provided by the WDA Rapid Response Section.

### SCOPE

All Workforce Investment Act (WIA)/Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser, and Trade Act funded programs under the auspices of the Michigan Works! Southwest Workforce Development Board (WDB).

### REFERENCES

Workforce Investment Act of 1998 (WIA)

Workforce Innovation and Opportunity Act of 2014 (WIOA)

Worker Adjustment & Retraining Notification (WARN) Act of 1998

The Trade Act, all versions (TAA, TGAAA, TAAEA and TAA Reversion 2014)

WDASOM Policy Issuance 12-23 and subsequent changes, Rapid Response Procedures for Responding to Notifications of Plant Closings and Mass Layoffs

WDASOM Policy Issuance 06-12 and subsequent changes, Establishment of Labor/Management Committees, also known as Joint Adjustment Committees (JACs) at sites of facility closures and mass layoffs

Dislocated Worker Rapid Response Surveys, WDA memo, 5/16/2013

WDASOM Policy Issuance 12-02 and subsequent changes, WIA Layoff Aversion Strategies and Policy Guidelines for Incumbent Worker Training Programs

## POLICY

- I. Coordination of Rapid Response Activities  
In the Michigan Works! Southwest area, Rapid Response activities will be coordinated through the Michigan Works Administrative office.  
The WIA/WIOA Dislocated Worker and Employment Services (ES) programs shall each designate a staff position to serve as contacts for local Rapid Response service delivery.
- II. Lay-off Aversion Strategies and Activities  
Layoff aversion consists of strategies and activities to prevent or minimize the duration of unemployment resulting from layoffs. Local layoff aversion activities may include:
  - A. Ongoing engagement, partnership, and relationship development activities with businesses in the MW area.
  - B. Identify and connect businesses to training resources for incumbent worker up skilling, new employee development, On-the-Job training, customized training and apprenticeships.
  - C. Establish linkages with economic development organizations at the federal, state, regional, and local levels including retention and expansion activities.
  - D. Participate in activities to support identified at-risk business to regain viability.
  - E. Provide assistance to businesses to identify workforce needs, deliver services to address the needs, and when necessary, assist with the needs related to workforce reductions.
- III. Rapid Response Service Delivery Process
  - A. As partners in the Rapid Response process, the WDA and MWA shall each notify the other partner when a WARN or other notification of a mass layoff or business closing is received.
  - B. The parties shall exchange information gathered as part of the notification and then mutually agree who shall serve as the lead contact with the business, the MWA or WDA. The identified lead shall be responsible for the timely dissemination of information to other partners and key stakeholders to ensure accurate and up-to-date information is available.
  - C. The lead organization shall contact the business to gather additional information about the dislocation and arrange a meeting between key business personnel, local union officials, as applicable, and representatives from Michigan Works, WDA, UIA (Unemployment Insurance Agency) and other relevant local partners.  
At the meeting, each entity attending shall provide information about the services and resources available to support both the business and the dislocated workers. Agreement shall also be requested from the employer to schedule on-site worker orientation meetings.
  - D. Worker orientation meetings shall be scheduled to encourage participation from as many affected workers as possible, including those on off shifts and at satellite locations.

1. Topics covered at the orientation sessions shall include UIA claim filing information, local reemployment resources available, information about training options, and area resources applicable to unemployed individuals.
2. MWA Rapid Response staff shall administer the state required Dislocated Worker Surveys during the worker orientations and process the surveys according to WDA policy.
3. If the business does not agree to on-site worker orientation meetings or timing does not allow the meetings to be scheduled prior to dislocation, efforts shall be made to provide printed materials to the affected works or arrangements made for off-site worker orientations.

IV. Joint Adjustment Committee (JAC)

- A. During the initial meeting with the company and where applicable, a member of the MWA Rapid Response team will discuss the role of a Joint Adjustment Committee and offer the option of forming a JAC to aid in the planning of transition services for impacted workers.  
The option of forming a JAC will continue to be available throughout the Rapid Response process.
- B. The MWA shall utilize WDA policies and resources to provide any guidance needed for the JAC to devise and oversee an implementation strategy that responds to the reemployment needs of the workers.
- C. The MWA will administer the JAC funds according to the terms and conditions established by WDASOM.

V. State Adjustment Grants (SAGs)

- A. As available, the MWA may apply for SAG funding to support re-employment and training activities for workers impacted by plant closures, mass lay-offs, and/or natural (or other) disasters.
- B. Utilizing applicable WDA policy, the MWA will complete the application for SAG funding and administer the funds according to the terms and conditions of the final agreement reached with the WDA

VI. Contact Information for all Rapid Response Activities

All communications related to Rapid Response activities should be directed to the following:

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Sector Strategy Coordinator  
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**INITIAL EFFECTIVE  
DATE**

8/2/2012

**APPROVED  
Initial Policy  
Revision 01  
Revision 02**

WDB Executive Committee	8/2/2012
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WDB Executive Committee	6/17/2015

**EXPIRATION**

Ongoing