

DATE: September 7, 2017

SUBJECT: RAPID RESPONSE POLICY

POLICY: To establish a policy to provide effective, timely Rapid Response Services in accordance with State established protocols for Area 18 and ODJFS Region 3.

PROCEDURE:

NOTIFICATION

Upon notification of a WARN or non-WARN event, the ODJFS Rapid Response Workforce Specialist will contact the affected employer, enter the event into OhioRED, and notify the team of the new event.

Rapid Response Team includes:

- Area 18 Local Coordinator
- Area 18 Workforce Development Board Director
- Area 18 OMJ Operator
- ODJFS Program Delivery Manager
- Area 18 OMJ Supervisor
- Area 18 WIOA Supervisor
- Unemployment Insurance Representative
- Trade Adjustment Assistance Representative
- Wagner Peyser Employment Service Representative

RESEARCH

Upon notification of a downsizing or closure, the Workforce Specialist would research the affected company; address verified; type of industry; employees affected; and job titles affected are researched and shared with the team.

INITIAL CONTACT

When the company representative has been determined, the RR Workforce Specialist will contact the company to schedule an initial meeting. The RR Workforce Specialist will collect information for the Characteristics Worksheet and the Rapid Response Initial Meeting Form.

After the initial contact has been determined, the company representative will provide the RR Workforce Specialist with the initial contact information to be entered into OhioRED.gov.

Once an initial meeting is scheduled by the RR Workforce Specialist, the date, time and location of the meeting will be shared with the Rapid Response team members.

**If an initial meeting is not wanted by the company, the RR Workforce Specialist will begin to coordinate worker orientation(s) with representatives from the company and/or union representatives (if applicable), and the Rapid Response team.

STRATEGY

The RR Workforce Specialist will share information with the Rapid Response team members. The Local Coordinator will work with the team to determine service needs for the company and/or workers and develop a plan for the initial meeting.

The Local Coordinator will develop an agenda for the Initial Employer Meeting.

INITIAL EMPLOYER MEETING

At the initial meeting, the RR Workforce Specialist will collect the Characteristics Worksheet and Rapid Response Initial Meeting Form information (if not already collected), and the meeting will be conducted based on the plan developed during the strategy session. This information will be entered into OhioRED by the RR Workforce Specialist.

APPROVED PLAN

Once an approved plan for services is developed between the Rapid Response team and the company, worker orientations will be scheduled.

REQUESTING RAPID RESPONSE FUNDING

In the event that rapid response funding is needed, it will be the responsibility of the Workforce Development Board Director to apply for the Rapid Response Emergency Assistance Funds (RREAF) funds through OWD.

WORKER ORIENTATION

When worker orientations are scheduled, the date, time and location of the orientation(s) will be shared among the Rapid Response team members and appropriate agency representatives.

**If worker orientations are not possible, the Rapid Response team will attempt to retrieve the contact information of the affected workers. If no contact information is received, an alternate method of notification will be developed and implemented to inform dislocated workers about services available (newspaper, social media, etc.).

The RR Workforce Specialist will provide the Rapid Response forms and sign-in sheet for the worker orientation(s).

- The forms will include information by OWCMS Mini-Registration and the Ohio Rapid Response Survey.
- The sign-in sheet will include the Rapid Response ID Number.

The Worker Orientation agenda will include the State approved Rapid Response power point presentation. The Worker Orientation will be presented by the RR Workforce Specialist with the assistance of the Local Coordinator or their designee.

At the worker orientations, the company representative and/or RR Workforce Specialist or Local Coordinator will complete the information required on the Rapid Response Post-Orientation Report.

The company representative will provide the Rapid Response team with all completed forms.

- The forms will be entered into OhioRED.gov

- The local lead will forward copies of the Mini Registration Forms and sign-in sheet(s) to padresp@jfs.ohio.gov

ADDITIONAL RAPID RESPONSE SERVICES

If additional Rapid Response services are needed as determined in the approved plan, the Rapid Response team will coordinate the services, and enter into OhioRED.gov.

POST RAPID RESPONSE FOLLOW UP

It will be the responsibility of the Local Coordinator with the assistance of the RR Workforce Specialist to evaluate the plan and make any necessary changes. The Local Coordinator will also conduct post rapid response follow up to transition the effected workers from Rapid to normal OMJ customers.