

## WORKFORCE POLICY BULLETIN

WPB #: 06-06

**DATE:** October 18, 2006

**SUBJECT:**

- ADMIN
- PLANNING
- MARKETING
- EEO/AA
- FISCAL
- OPERATIONS
- RAPID RESPONSE

**SPECIAL FILING:** X

**TO:** Contra Costa One-Stop Operator Consortium  
**ATTN:** Operational Management

**FROM:** Bob Lanter, Executive Director  
Tracey Brown-Carter, Business and Economic Development Coordinator  
Workforce Development Board

**SUBJECT:** Rapid Response Policy Regarding Process for Reporting Activities and Submitting Data

The purpose of this Workforce Policy Bulletin is to communicate this Local Workforce Investment Area's Policy regarding the Process for Reporting Rapid Response Activities and Submitting Data as referenced in (WPB #05-06). It is the Workforce Development Board's role to devise and oversee the implementation of the Rapid Response program that is defined by the State as "Required", "Allowable" and "Special Project" activities. Where there is the capacity to support any Rapid Response activities meeting these definitions, the One-Stop Operator will provide required activities and will participate in providing allowable activities that are designed to serve dislocated workers in need.

Rapid Response funding will be allocated to the One-Stop Operator to ensure that required activities are conducted and are in order with the enterprises of the State and the Workforce Development Board. It is the Board's policy that the One-Stop Operator will deliver Required Rapid Response services and will submit to the Board an appropriately formatted report, when providing Rapid Response services:

1. A 121 activity report to collect information regarding site visits for WARN and non-WARN events as outlined in WIAD04-13. The 121 report must be e-mailed directly to the WDB Rapid Response Coordinator (but NOT to the State of California) for review and discussion, within 48 hours, but no later than 2 weeks of conducting an on-site visit with the affected business.
2. When responding to a WARN or non-WARN notice, documentation that describes services offered to and requested by a company must be submitted to the WDB Rapid Response Coordinator as soon as possible or within 48 hours of the initial contact made with the representative of the affected company.
3. If a business refuses Rapid Response services, then a report should be completed, providing a reason for this refusal (if known and/or available).
4. Data and anecdotal information for all Rapid Response business and employer services activities, e.g., job development, job fair, business-to-business connections and resource sharing activities. Job fairs that are conducted as part of an on-site response to a significant dislocation should also be recorded on the 121 form.

5. Other anecdotal information (list of services and information requested by the impacted company) for all Rapid Response Required, Allowable and Special Project activities (refer to WPB #05-06 for definitions of activities) that may not be covered under the aforementioned items.
6. Submit any Rapid Response data required as an element of the monthly and quarterly One Stop Outcome and Performance Report to the Workforce Board.

If you have any questions regarding this bulletin, please contact Tracey Brown-Carter (925) 646-5023.

cc: Stephen Baiter, Administrator, Contra Costa One Stop Consortium/EASTBAY *Works*  
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