

<b>Office of Workforce Investments Policy Draft</b>	
<b>Focus: <input checked="" type="checkbox"/> WIOA Title I <input type="checkbox"/> National DWG <input type="checkbox"/> State Grants <input type="checkbox"/> Other: [Define]</b>	
<b>Rapid Response Activities and Reporting Requirements</b>	
First Draft: 7/28/2023	First Draft Comment Due: 8/11/2023
Draft Finalized for Public Comment: 8/18/2023	30 Day Comment Period: 8/18/2023 – 9/18/2023
Final Policy to Template: [    ]	Final Policy Posted: [    ]

**Overview**

This policy establishes requirements for the delivery of rapid response services and activities as required by the Workforce Innovation and Opportunity Act (WIOA), designates the Local Workforce Development Board (LWDB) as the entity responsible for carrying out rapid response in the local area, and provides reporting requirements on the provision of rapid response services. LWDBs set policy for the portion of the statewide workforce development system within the local area, and rapid response is carried out in conjunction with the LWDB and chief elected officials.

**Policy Statement**

For purposes of this policy and the provision of rapid response, a mass layoff is one that affects 10 or more workers. Every effort must be made to provide rapid response for layoff events regardless of the number of workers impacted. Workers facing layoff need access to information, and LWDBs must ensure that information is made available.

LWDBs must identify a Local Area Rapid Response Coordinator and provide contact information for that individual to the Office of Workforce Investments (OWI). Any layoff information obtained by OWI will be provided via email to the Local Area Rapid Response Coordinator, and appropriate coverage for vacations and absences must be maintained.

Local Area Rapid Response Coordinators must register for receipt of Worker Adjustment and Retraining Notifications (WARNs). OWI staff utilize that system for distribution of written notices provided to OWI from employers and businesses. Registration is initiated by sending an email request to [HECC.DW-Oregon@hecc.oregon.gov](mailto:HECC.DW-Oregon@hecc.oregon.gov)

Local Area Rapid Response Coordinators must request and maintain access to the Oregon Rapid Response Activity Tracking System (ORRATS). Access to ORRATS is established by sending an email request to [HECC.DW-Oregon@hecc.oregon.gov](mailto:HECC.DW-Oregon@hecc.oregon.gov)

Whenever OWI staff is contacted by businesses, employers or interested parties with layoff information, OWI staff will direct them to the Local Area Rapid Response Coordinator. OWI staff will send an email to the Local Area Rapid Response Coordinator with details of the conversation, and any contact information obtained. Local Area Rapid Response Coordinators must establish a record in ORRATS, and initiate contact with the employer. ORRATS records are to be established as a means to track engagement, even if services are not ultimately provided, or if an employer refuses to allow for services, or refuses to engage or return phone calls.

Information details in ORRATS must be consistently maintained and kept current. Local Area Rapid Response Coordinators must ensure that information is entered in appropriate tabs, screens, and drop-down menus. Entering information in comments fields will not suffice, as those sections of the system do not tabulate for report generating purposes. Information emailed to OWI staff in lieu of entry in ORRATS will not suffice.

ORRATS is the only system that will be accessed by OWI staff to provide layoff information to interested parties, media, legislative staff, or partner agencies. ORRATS is the system utilized to compile the annual

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report required in Oregon Revised Statute. It is the responsibility of the Local Area Rapid Response Coordinator to ensure that the information in ORRATS is maintained and kept current.

Local Area Rapid Response Coordinators must initiate contact with employers upon announcement or notification of a closure, a mass layoff, a mass job dislocation resulting from a natural or other disaster, or the filing of a Trade Adjustment Assistance (TAA) petition.

Initial conversations with the employer must include collection of information relating to the layoff plans and schedules, background and probable assistance needs of the affected workers, reemployment prospects for workers, available resources to meet the needs of the workers, and union contact information if the affected worksite is union-represented. This information must be entered in ORRATS.

If an affected worksite is union represented, Local Area Rapid Response Coordinators must establish communication with the state workforce labor liaison. The state workforce labor liaison will help to ensure that local union representatives are included in the planning, coordination, and delivery of any rapid response activities.

Union-involved layoffs and closure situations often include effects bargaining, which are separate negotiations that take place between union representatives and the employer specific to the layoff or closure. Local Area Rapid Response Coordinators must remain in contact with the state workforce labor liaison and ensure that delivery of rapid response services is appropriately coordinated and does not negatively impact other services which may be made available to the workers.

Rapid Response Information Sessions must be coordinated by Local Area Rapid Response Coordinators. Local Area Rapid Response Coordinators must ensure that agendas include all required information, and must also ensure that if the worksite is union-represented, union representatives are involved in the coordination of the information sessions, and are afforded a slot on the agenda.

OWI strongly encourages the use of employee surveys as a means to gather and gauge the probable assistance needs of the workers, and worker interest in workforce services. That information is critical as a means for National Dislocated Worker Grant application development, and in determinations that local formula funds are insufficient, and awards from state reserves are warranted.

### **Effective Date**

TBD

### **Required Action**

Local Area Rapid Response Coordinators must provide contact information to OWI, ensure that they are registered to receive WARNs, and ensure that records in ORRATS are established, maintained, and kept current. LWDBs must establish a policy that ensures that there is follow-up on all layoff information provided to the Local Area Rapid Response Coordinators, and that all required information is provided to the affected workers.

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**Contact**

Questions are to be referred to [hecc.owi-workforce-policy@hecc.oregon.gov](mailto:hecc.owi-workforce-policy@hecc.oregon.gov)

**Attachments**

None.

**References**

- 20 CFR 679.310
- 20 CFR 682.302
- 20 CFR 682.305
- 20 CFR 682.310
- 20 CFR 682.330 (b), (c), (d), and (e)
- 20 CFR 687.130 (a)(2) and (3)
- Oregon Revised Statute 285A.522

