



**OFFICIAL**

**CAPITAL AREA MICHIGAN WORKS!**

**POLICY LETTER #18-00**

**Date:** September 21, 2018

**To:** Capital Area Michigan Works! Program Sub-Recipients

**Subject:** Rapid Response Activities (Including Layoff Aversion)

**Programs**

**Affected:** Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker

**Rescissions:** None

**References:** The Workforce Innovation and Opportunity Act of 2014  
Talent Investment Agency, State of Michigan, WIOA Manual

**Background:** The central purpose of Rapid Response is to promote economic recovery by developing an ongoing, comprehensive approach to identifying, planning for, and responding to layoffs and dislocations and preventing or minimizing their impacts on workers, businesses, and communities. 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.

**Policy:** Sub-recipients shall adhere to the Rapid Response specifications and requirements established in the Workforce Innovation and Opportunity Act of 2014 (WIOA), as well within the Talent Investment Agency (TIA) WIOA Manual.

CAMW! will take an active role in assisting workers when plant closings/layoffs occur. CAMW!, WIOA DW sub-recipients and the TIA Rapid Response Unit assisting in rapid response activities will work closely with the Unemployment Insurance Agency (UIA) in response to WARN Act notices for employers with mass layoffs or plant closings.

Services to be included as part of the Rapid Response process are: (1) Initial Rapid

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Response meeting with the company and union officers (if applicable); (2) Worker orientation meetings with employees; (3) Establishment and organization of a Joint Adjustment Committee (JAC); (4) Layoff Aversion IWT (if applicable); (5) State Adjustment Grants (SAGs) as additional increments to a local area's DW formulate funding award to meet documented funding deficits; (6) National Dislocated Worker Grants (DWGs) as another form of assistance to provide to Dislocated Workers.

### **Description of Rapid Response Activities**

#### **Initial RR meeting with the company and union officers (if applicable).**

When a WARN notice is issued by the employer, the CAMW! Chief Operating Officer (COO) will coordinate with the TIA Rapid Response Coordinator to arrange for an initial meeting with the employer. Appropriate sub-recipient staff including WIOA DW, Employment Services (if appropriate), and Trade Act (if appropriate) will attend the meeting. Organized union representation will also be invited to be in attendance, if applicable. If the employer has less employees than required by the WARN notification to qualify, CAMW! will still contact the CAMW! TIA Rapid Response Coordinator to ensure these entities have access to services operated under the CAMW! system to assist displaced workers.

#### **Worker Orientation Meetings for Employees**

The Rapid Response team attending the worker orientation meetings will include representatives from CAMW!, TIA, UIA, appropriate CAMW! program sub-recipient staff, and organized labor representation, if applicable. This team will provide an orientation meeting if requested after an initial meeting with the employer has been held. At the orientation meeting, labor market information, job development resources, and job placement services will be provided. CAMW! sub-recipient staff providing WIOA DW services will deliver an overview of the WIOA program and provide assistance so that displaced workers can connect directly with the program, if they so choose to. Trade Act program staff will also be in attendance at these orientations, if appropriate, to offer an overview of services and benefits available through this program.

#### **Establishment and Organization of a Joint Adjustment Committee (JAC)**

A JAC is an ad hoc group of workers and managers who organize to provide adjustment services on behalf of the employees who are about to lose their jobs due to a plant closure or a mass layoff. The purpose of a JAC is to help displaced workers make a successful transition to a satisfactory job or training in the shortest possible time (reference BWP Policy Issuance (PI) 06-12, "Establishment of Labor Management Committees, also known as Joint Adjustment Committees (JACs) at Sites of Facility Closures and Mass Layoffs," issued September 26, 2006).

In circumstances where the Rapid Response team has determined that a JAC is appropriate to establish, CAMW! will designate a WIOA DW sub-recipient staff member to participate as a member of the committee. Assistance will be provided to inform and educate committee members on available dislocated worker

reemployment services and to coordinate the delivery and presentation of these services and other resources to the workers.

### **Layoff Aversion IWT**

During the Rapid Response initial employer meeting, members of the Rapid Response Team and employer will assess if it is possible to avert the projected layoffs. This activity will be facilitated in consultation with our TIA Rapid Response Coordinator as well as the CAMW! local economic development partner, Lansing Economic Area Partnership (LEAP). If it appears that the projected layoff can be averted, a plan will be composed to assist in avoidance of the layoffs.

Cultivating employer relations between local employers and the Capital Area Michigan Works! business services team will be critical, as this will help the system and the region to be aware of the potential for layoffs so that intervention options can be made available as soon as possible. The majority of the members of the business services team are Business Solutions Professional (BSP) certified and are able to proactively assist employers to assess issues that could be of imminent concern to the employer, including layoffs, so that supports and resources can be put in place.

Incumbent Worker Training (IWT) may be identified as an option during the development of a layoff aversion plan. CAMW! will fund incumbent worker training only if it is used as part of an approved local strategic plan. Incumbent worker training **MUST BE** vetted through the CAMW! administrative office for approval, as approval of IWT training will be a case-by-case basis in accordance with available funding. Other incumbent worker training supports will be provided to local employers, including the availability of grant funds through the State's Skilled Trades Training Fund (STTF).

### **State Adjustment Grants (SAGs)**

CAMW! will request a State Adjustment Grant (SAG) in the event there is a documented need for additional funding resources necessary to serve a significant employer layoff locally. This will only be requested in the event WIOA DW funding will not sufficiently support providing services to those displaced as a result of the layoff.

### **National Dislocated Worker Grants (DWGs)**

In a situation in which CAMW! has requested SAG funding resources that are unavailable, CAMW! may request a National Dislocated Worker Grant (DWG) to serve a significant employer layoff locally. This will only be requested in the event WIOA DW funding will not sufficiently support providing services to those displaced as a result of the layoff.

### **Capital Area Michigan Works! Rapid Response Point of Contact**

The local CAMW! contact person primarily responsible for coordinating (1) JACs, (2) SAGs, and (3) DWGs is:

Carrie Rosingana, Chief Operating Officer  
Capital Area Michigan Works!  
2110 S. Cedar Street  
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**Action:** Effectively immediately, all Capital Area Michigan Works! sub-recipients shall take action necessary to insure concurrence with this policy issuance

**Inquiries:** Questions regarding this policy should be directed to Carrie Rosingana, Chief Operating Officer, at (517) 492-5506, or Tekea Norwood, Program Compliance Officer, at (517) 492-5541.

In accordance with the Americans with Disabilities Act, information contained in this policy issuance will be made available in alternative format (large type, audio tapes, etc.) upon written requests received by this office.

**Expiration:** Continuing

**(SIGNED)**

**Edythe Hatter-Williams**  
**Chief Executive Officer**