

Department of Workforce Services
Issuance Number PY 18-02

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TO: Local Workforce Development Area Administrators/Service Providers

SUBJECT: Reporting of Rapid Response Participation Services

1. **Purpose:** To provide guidance regarding the reporting in Arkansas JobLink (AJL) of Rapid Response services received by WIOA participants. This issuance updates and rescinds Issuance PY 09-16 dated June 30, 2010.
2. **General Information:** The Department of Labor (DOL) requires states to report on the Participant Individual Record Layout (PIRL) (Item #1501) when a Dislocated Worker or participant in a Dislocated Worker Grant receives Rapid Response services authorized at WIOA 134(a)(2)(A) at any time prior to or subsequent to participation in the WIOA program.

Rapid response encompasses the activities necessary to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible, following either a permanent closure or mass layoff, or a natural or other disaster resulting in mass job dislocation.

Arkansas will report Rapid Response services on the PIRL when “Rapid Response Participation” is selected on the Service & Training Plan (S&T) for any individual who became a participant and received Rapid Response services prior to or subsequent to the date of WIOA participation.

Generally, the “actual start date” of an initial service entered in AJL on the participant’s S&T will be the “date of participation”. However, if “Rapid Response Participation” is the initial service, the actual start date of the Rapid Response Participation service will not set the date of participation. Rapid Response services are frequently provided prior to the individual’s enrollment into WIOA. When the Rapid Response Participation service occurs prior to the participant’s date of participation, use the date of participation for the “actual start date” for the service on the S&T. Otherwise, use the actual date when the Rapid Response service was provided.

Currently, the Governor’s Dislocated Worker Task Force provides each LWDA a list of impacted employees of companies in their respective areas that down-size or close. Additionally each LWDA receives an “Alert” notice which is a list of known plant closures or layoffs in their coverage area. The “Rapid Response Participation” service must be added to the S&T for any individuals on these lists who become WIOA participants and receive a Rapid Response service.

The following are identified as Rapid Response services. This issuance is not requiring these services to be entered on the S&T. However, if a participant receives any one or more of these services, then select “Rapid Response Participation” on the S&T one time regardless of how many of the individual services were received.

- Workshop: Rapid Response workshops are conducted whenever possible to assist impacted workers of known layoffs or plant closures. If a workshop is not able to be coordinated, informational materials are provided to the impacted workers. The Workers Assistance Workshops serve to advise the dislocated worker on available retraining and educational opportunities, unemployment insurance, social service programs, stress management, credit counseling, insurance needs, and job search tips. The primary purpose is to describe available services and the location where the services are offered. The workshop can run two to three hours depending on the number of speakers. It can be conducted for large or small groups, on or off company property according to the needs of the employer and employees.
 - Mobile Resource Lab: The lab is contained in either a recreational vehicle or a trailer that is moved on site at the employer’s request or as the result of the Governor’s Dislocated Worker Task Force direction. The lab can be used for resume writing, job search, UI claims and Career Readiness Certificate (CRC) preparation.
 - Opportunity Fair: Interested employers and colleges are invited to attend this event to discuss employment and educational opportunities with dislocated workers.
3. **Action Required**: Please inform all appropriate staff of the requirement to record Rapid Response participation in AJL. Additionally, for all currently open cases this service must be added to the AJL record of all appropriate participants.
 4. **Inquiries**: Send questions to WIOATA@arkansas.gov
 5. **Expiration Date**: Continuing.