

**COMMONWEALTH OF VIRGINIA
VIRGINIA EMPLOYMENT COMMISSION
Workforce Investment Act**

Policy Number	01-04
Effective Date:	April 4, 2001
Revision #	
Revision Date	
Title:	Process for Additional Funding of Dislocated Worker Activities

PURPOSE

To communicate the Commonwealth's policy regarding the process for distribution of additional funding for dislocated worker services funded by Rapid Response and other non-formula funding.

REFERENCES

The Workforce Investment Act of 1998 [Title 1, Chapter 5, Section 133 (a)(2) and Section 134 (a)(2)(A) (ii) - Statewide Rapid Response Activities]

POLICY STATEMENT

The State administrative agency for the Workforce Investment Act (WIA) has the responsibility for the distribution and management of the WIA Statewide Rapid Response [25%] funds. This policy is intended to address when and how these funds will be made available to local workforce investment areas impacted by plant closings and major dislocations. Funds will be available on a first-come, first-served basis and will be subject to availability.

The Commonwealth's policy regarding the distribution of additional funds for dislocated worker services is included as attachments A and B. This policy shall apply to all Virginia Local Workforce Investment Areas (LWIAs).

REVISIONS

APPROVED

Commissioner, Virginia Employment Commission

DATE:

ATTACHMENTS

ATTACHMENT A

COMMONWEALTH OF VIRGINIA VIRGINIA EMPLOYMENT COMMISSION POLICY NUMBER 01-04

Process for Additional Funding of Dislocated Worker Services

The State Dislocated Worker Unit (DWU) has developed a process to manage and respond to mass layoffs, closings and potential closings that precipitate substantial increases in the number of unemployed individuals in a given workforce investment area. This process normally begins with DWU Rapid Response activities. Upon receipt of notification of a plant closing or substantial/mass layoff, the DWU Rapid Response Team will notify the Local Workforce Investment Board (LWIB) and the Chief Local Elected Official (CLEO) of the activity.

DWU Rapid Response staff will work with the affected company to gather information regarding the impacted population. Examples of this data collection include but are not limited to:

- Demographic information
- Job titles
- Salary information
- Service length with the company
- Education levels
- Interest of the workers in accessing services

Using this information, Rapid Response staff, along with the Local Workforce Investment Board (LWIB) or its designee(s), will develop a plan of action for Rapid Response and other services available from the DWU, One Stop Career Centers, Virginia Employment Commission, Department of Economic Development and other state and local programs. This plan may include aversion strategies and a schedule to provide on-site services to the laid-off workers by the Rapid Response Team. In developing this plan, it may become apparent that a majority of the targeted population may have serious barriers to re-employment that will require intensive and training services. If this is the case, DWU Rapid Response staff will work with the local board to determine whether adequate resources exist with the current fiscal year WIA Title I Dislocated Worker funding to serve this special population. If sufficient funds do not exist to serve these workers, DWU Rapid Response will work with the LWIB to seek alternative funding sources. These alternative sources may include contributions from the company, the union(s), if available, and/or other sources.

In the event that funds from other sources are not sufficient to cover the cost of the proposed services, DWU Rapid Response staff will present the dislocation event to the Plant Closing/Mass Layoff Committee for consideration of additional funding. The

LWIB will provide a summary outlining the need for additional funds to DWU Rapid Response to be included as part of the presentation. In order for the event to be considered for additional funding under this policy, it must meet all the following criteria:

1. The event must be a plant closing or major layoff for which the company issued a WARN notification or the closing must be of an emergency nature where WARN notification was not possible.
2. The closing or major layoff occurs at a time when the affected LWIA's formula funding is not available or will not become available in the near future and the size of the dislocation must warrant additional funding.
3. The DWU Rapid Response team has, through job development efforts, attempted to get the target population re-employed prior to intensive and training services.
4. A large percentage of the affected workforce must have serious barriers to employment.
5. Efforts to secure other sources of funding sufficient to meet the need must be documented as unsuccessful.

The State DWU will review the information provided by Rapid Response staff, as well as other relevant documentation including fiscal and participant reports. Factors such as the timing of the layoffs, the size of the dislocation, the needs of the affected workers and the amount of funds available will determine whether the project is funded with Statewide Rapid Response [25%] funds, funds reprogrammed from an existing JTPA-funded National Reserve Account (NRA) grant or a new National Emergency Grant (NEG) funded under WIA. Once a decision has been made, the Local Workforce Investment Board will be notified in writing. At that time, additional information and/or planning documents will be requested, as appropriate, based upon the selected source of funds. Please note that funds may be distributed incrementally based upon the number of participants receiving services.

Rapid Response [25%] funds may be used to provide the same types of intensive services and occupational training opportunities permitted under the formula-funded WIA Title I Dislocated Worker grants. All awards made from the Statewide Rapid Response [25%] funds will be restricted to program funds. No administrative monies will be allocated. Other funding awards, e.g., NRA grants and NEG, may have different use restrictions. Specific information regarding funding use restrictions will be provided to all grant recipients.

Statewide Rapid Response [25%] funds under WIA and any other grant funds are considered separate from formula funds and will not be added to the WIA Title I Dislocated Worker grant. Therefore, separate fiscal and participant tracking and reporting will be required. In addition, dual enrollments are required where both formula funds and Rapid Response funds are used to provide services to the individual.

ATTACHMENT B

Process for Additional Dislocated Worker Funding Data Collection Tool

Company Name and Address

LWIB Name and Address

The following data must be collected for presentation to the Plant Closing/Mass Layoff Committee:

Criteria for the event to be considered for funding

- 1. The event must be a plant closing or major layoff for which the company issued a WARN notification or the closing must be of an emergency nature where WARN notification was not possible.*

Attach the WARN notification or describe the emergency situation and attach any relevant documentation (i.e., newspaper articles, etc.)

- 2. The size of the dislocation must warrant additional funding due to lack of sufficient formula funds.*

Describe, or attach documentation describing, the affected population in detail. Include details such as the number of workers laid-off, the number of workers planning to retire, demographic information, etc.

3. *The Rapid Response team has, through job development efforts, attempted to get the affected population re-employed prior to intensive and training services.*

Describe, or attach documentation describing in detail, the job development efforts. Include dates and number of attendees at resume workshops, list the potential employers that were contacted, the number of workers placed and where. Also, include any other efforts such as job fairs, etc.

4. *A large percentage of the affected workforce must have serious barriers to employment.*

Describe, or attach documentation describing, the capacity of the affected workforce to become re-employed. Include data such as job titles, salary information, service length with the company, education levels, and local labor market data.

5. *The closing or major layoff occurs at a time when formula funding is not available or will not become available in the near future.*

Attach the training obligations log obtained from the LWIB and any further documentation provided by the LWIB to document the lack of available funds in the area.

6. *Efforts to secure other sources of funding must be documented.*

Attach all related correspondence used to solicit funds for intensive and training services from the company, union(s), etc.

7. *The existing One-Stop Delivery System must be used to access intensive and training services in the tiered approach required by WIA.*

Briefly explain how this will be accomplished.