INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

TO: Indiana's Workforce Investment System

FROM: Teresa L. Voors
Commissioner, Indiana Department of Workforce Development

DATE: November 24, 2008

SUBJECT: DWD Policy 2008-14
Rapid Response Allocations and Service Delivery Guidelines

Purpose
To announce the policy for distributing Rapid Response allocations to Indiana Department of Workforce Development regions and to establish a framework for delivery of rapid response orientations.

NOTE: The Indianapolis Private Industry Council shall be included as and considered a Regional Operator throughout this document.

Background
In light of the recent dislocations around the State and the need for intervention from both the regions and the Indiana Department of Workforce Development, it has become necessary to change the methodology in which Rapid Response funds are administered.

Content
In an effort to provide flexibility, the Department will make available most of the Rapid Response funds to the individual regions to use for all of their dislocations. These funds are to supplement WIA Adult and Dislocated Worker formula funding in order to serve our customers. The Department will hold back $1,000,000 to use as discretionary funds for those regions in extreme need. In the event that there is any remaining funding towards the close of the fiscal year, that money will be granted out by May 1, 2009.

In an attempt to provide equality in the distribution of these funds, the Department has utilized the same formula for the breakdown of Dislocated Worker funding, defined in DWD Policy 2007-34. This methodology, although not perfect, considers many factors to determine adequately which regions are the most adversely affected. Under this formula, the following determinations have been made:

	2008 DW	%	x $4400000
IPIC	$2,038,254	0.14445	$ 635,580
R1	$1,651,711	0.11706	$ 515,064
R2	$1,351,142	0.09576	$ 421,344
R3	$2,213,085	0.15684	$ 690,096
R4	$1,195,442	0.08472	$ 372,768
R5	$1,783,941	0.12642	$ 556,248
R6	$1,012,026	0.07172	$ 315,568
R7	$417,315	0.02958	$ 130,152
R8	$508,554	0.03604	$ 158,576
R9	$772,037	0.05471	$ 240,724
R10	$517,512	0.03668	$ 161,392
R11	$649,321	0.04602	$ 202,488
	$14,110,340		$ 4,400,000

The Rapid Response funding should be used in accordance with USDOL guidelines. If possible, funding should first and foremost be used to prevent dislocations from occurring. When a dislocation occurs, early intervention is the key to providing services and where possible, every willing customer should be enrolled in all eligible programs. Every 90 days the Department will be reviewing both obligation and expenditure rates of these funds. The Department reserves the right to pull back funds should another area need them and a region or regions are under spent. The Department will be providing further clarification as to appropriate obligation rates, etc.

Requirements of Rapid Response Orientations

For permanent layoffs or closures, the Department of Workforce Development expects that Regional Operators will be responsible for overseeing rapid response orientations for affected dislocated workers. Regional Operators will ensure that rapid response services are carried out throughout their regions and will be responsible for assigning appropriate staff persons to conduct and present rapid response orientations.

The purpose of these rapid response orientations is to foster the engagement of affected workers by providing a general overview of services available to dislocated workers through the WorkOne system and encouraging these workers to access integrated services at WorkOne offices.

DWD expects all rapid response orientations will include, but not be limited to the following:

- Distribution and completion of participant surveys;
- Overview of Unemployment Insurance programs;
- Overview of WIA services;
- Discussion of labor market information;
- Trade Adjustment Act (TAA) services, where appropriate; and
- Overview of other community resources and/or partner services.

Service Delivery Timeline

The key component of successful rapid response service delivery is early intervention. To that end, the Department expects that for each permanent layoff or closure that affects 50 or more workers, Regional Operators will use the following timeline for activities after an initial notice of layoff/closure:

Within one business day of initial notice:

- Contact employer – verify layoff and request employee list with contact information;
- If employer cannot be reached, verify layoff from other official sources (e.g., union, press release, other news source);
- Begin LMI collection to begin identifying potential hiring partners; and
- Notify DWD State Dislocated Workers Unit.

Within one week of initial notice:

- Begin planning of rapid response orientation

Within two weeks of initial notice:

- Schedule rapid response orientation for affected dislocated workers.

Within one week following rapid response orientations:

- Provide DWD State Dislocated Workers Unit with results of collected surveys.

NOTE: The Department understands that in some instances, e.g., notice received after company permanently shuts down, this timeline cannot be followed. However, it is the expectation that where notice is received in advance of permanent layoff or closure, this timeline will be followed.

Review Date

June 30, 2009

Ownership

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Effective Date

Immediately

Action

Regional Operators shall follow the guidelines for rapid response service delivery established in this document, and are instructed to distribute the information contained in this communication to appropriate staff.