**Policy Statement:**

The State performs rapid response activities to dislocated workers primarily through coordination with employer outreach. Employers who are contacted in regards to having a rapid response activity are identified through those who submit WARN notices, and other notifications of mass lay-offs.

**Procedure:**

Once the Division is notified of or discovers a lay-off, the employer is contacted to determine the dislocated workers needs and works in conjunction with the employer to plan the rapid response activities.

Below are the steps that outline the process:

1. The initial contact with employer questionnaire is completed (usually by a member of DET’s Business Services Unit)
2. The standard presentation is customized if needed based on the dislocated worker needs and economic conditions or other factors\*
3. The format of the rapid response is determined, group setting vs larger workshop, at employer site vs off site.
4. The dates are determined
5. The Workshops are conducted (the presentation is facilitated by both DUI and DET staff)

At the conclusion of each workshop, feedback is provided from the participants regarding other services they are interested in and suggestions how to improve the RR workshop. Once we have the worker survey results and other information, RR provides a comprehensive array of service to accelerate reemployment.

While most of the effort is usually expended in the early stages of a dislocation event or an impending dislocation, it is important to continue Rapid Response services until all worker and employer needs are met.

\*The standard presentation is in the format of a powerpoint that can be easily customized. It covers topics such as services available through the AJCs including Job Search and Training opportunities. It also covers general Unemployment Insurance information and other services which are available through Dept of Labor.