



**DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 09-16**

Artee Williams, Director

June 30, 2010

TO: Local Workforce Investment Areas/Service Providers

SUBJECT: Reporting of Rapid Response Participation Service

1. **Purpose:** To provide general guidance regarding the reporting of Rapid Response services received by WIA participants in Arkansas JobLink (AJL).
2. **General Information:** The Department of Labor (DOL) requires states to report on the Workforce Investment Act Standardized Record Data Report (WIASRD) (Item #311) when a Workforce Investment Act (WIA) participant receives Rapid Response services authorized at WIA Section 134(a)(2)(A)(i) at any time prior to or subsequent to participation in the WIA program. A recent review of the WIASRD by DOL reflected that Arkansas was not reporting receipt of Rapid Response services. The state is reemphasizing that Local Workforce Investment Areas (LWIAs) must record Rapid Response services in AJL for WIA participants.

Previous guidance issued by the State of Arkansas required LWIAs to record receipt of Rapid Response services in the Co-Registration and Partner Services sections of AJL. This procedure has been modified and the new procedure is identified below.

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

Generally, the "actual start date" of an initial service entered in AJL on the participant's S&T Plan will also 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 WIA, and AJL will not accept a service start date prior to the registration date. Therefore, when the Rapid Response Participation service occurs prior to the participant's date of participation, use the date of participation as the "actual start date" for the service. Otherwise, use the actual date when the Rapid Response service were provided.

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Currently, the Governor's Dislocated Worker Task Force provides each LWIA a list of impacted employees of companies in their respective areas that down-size or close. The "Rapid Response Participation" service must be added to the S&T Plan for any individuals on these lists who become WIA participants and participate or have participated in Rapid Response services.

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

- Workshop: Rapid Response workshops are provided to impacted workers of layoffs or plant closures of 25 or more people, or if the company requests a workshop. Each affected worker will receive an invitation to attend a Rapid Response workshop. 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 (RV) 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**: Contact Sandy Monaco at 501-682-3131 (sandy.monaco@arkansas.gov).
 5. **Expiration Date**: Continuing.