



**Workforce Innovation and Opportunity Act Policy**  
**Employment System Administration and Policy**

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Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high quality services to business customers. In order to achieve this vision, Employment System Administration and Policy sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information memoranda, and technical assistance.

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**Policy Number:** 5604, Revision 1  
**To:** Washington WorkSource System  
**Issuance Date:** July 1, 2015

**Subject:** Rapid Response Additional Assistance

1. **Purpose:**

The Workforce Innovation and Opportunity Act (WIOA) identifies, as a required statewide rapid response activity, the provision of additional assistance to local areas that experience disasters, mass layoffs, or plant closings, or other events that precipitate substantial increases in the number of locally unemployed individuals. This policy describes the allowable uses of and state process to apply for Rapid Response Additional Assistance funds.

2. **Background:**

Under the Workforce Innovation and Opportunity Act, states can reserve up to 25 percent of the WIOA Title I Dislocated Worker allotments to carry out statewide rapid response activities. The reserved funds are maintained to ensure that adequate Rapid Response Additional Assistance (RRAA) funds are available locally and can be accessed quickly when needed by Local Workforce Development Boards (LWDBs) to respond to significant dislocation events for which local WIOA Title I Dislocated Worker funds are insufficient.

3. **Policy:**

RRAA funds expended for dislocation events or layoff aversion assistance are event-driven and can be used to support initial start-up costs, short-term staff costs and direct services to participants such as career services and training services.

When local WIOA Title I Dislocated Worker formula funds are insufficient to assist workers impacted by a dislocation event, LWDBs may request RRAA funds.

RRAA funds can be used to provide the following major types of activities:

- a. Rapid response services to a dislocation event
- b. Layoff aversion assistance
- c. Direct services to participants
- d. Demonstration or pilot project

Participants enrolled in RRAA programs are considered dislocated workers in relation to federal and state performance measures. Therefore all RRAA grants where participants are enrolled will have to meet all federal dislocated worker performance measures.

Although RRAA outcomes do not affect local performance targets, outcomes will be calculated in the overall statewide dislocated worker performance.

Dislocated workers may receive only RRAA funded services or they may be co-enrolled in other dislocated worker, TAA or NDWG programs.

The following requirements set forth the process that LWDBs use to request rapid response funds from the state.

### **Application Requirements**

Each application must include the following information:

- a. An e-mail (or letter) requesting RRAA funds
- b. Synopsis of the Request including:
  - Name, telephone number, and e-mail address of the LWDB contact
  - Name of company or companies impacted by layoffs
  - Number of workers being dislocated (by company if more than one)
  - Planned number of participants to be served
  - Layoff dates of the impacted workers
  - If appropriate, the name of the labor organization representing the employees
- c. Project Narrative

The project narrative should provide sufficient information on the background of the project or the request, specific problem or need, the primary objectives and scope of work. The narrative should explain how the LWDB plans to approach and conduct the work and the steps that will be taken to successfully complete the project. The narrative should describe the following:

- An analysis of the impacted workers, including the number of workers to be served and if all or part of the dislocation is potentially trade-impacted.
- Expected outcomes including a description of performance measures, if applicable.

- A Participant Planning Form, if applicable.

If participants are to be enrolled in the project, then the application should include:

- A brief analysis of the labor market conditions.
- A description of the participant services including identification of the activities and components.

d. Project Budget

The application must include a proposed budget indicating how funding will be used to complete the project objectives. If RRAA funds are to provide direct services to participants, LWDBs must demonstrate that there are insufficient local funds to assist the dislocated workers.

e. Point of Exit/Participant Planning Form

Applications must include a Participant Planning Form, as applicable.

All WIOA participants, including RRAA participants, are to be exited if they have not received a WIOA-funded service or a partner program-funded service (excluding follow-up services) within the last ninety days. For example:

- When the RRAA grant ends and participants are enrolled solely in RRAA, they are to be exited within ninety days after receiving the last RRAA service.
- If participants are co-enrolled in RRAA and any other WIOA, TAA, or partner funded program, they are to be exited simultaneously from all grants within ninety days after the last program service.

f. Final Report

WDBs conducting rapid response demonstration or pilot projects must submit quarterly and final reports addressing whether performance outcomes were met and how their projects' designs contributed to the effectiveness of the rapid response strategy. Recommendations for best and promising practices should also be included in the final report.

**4. Definitions:**

None.

**5. References:**

- Public Law 113-128, Section 134(a)(2)(A)(II)
- 20 CFR 682.350

**6. Supersedes:**

WIOA Title I Policy 5604

**7. Website:**

<http://wpc.wa.gov/adm/policy>

**8. Action:**

Local Workforce Development Boards and their contractors, as well as Employment Security Regional Directors, should distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

**9. Attachments:**

None.

**Direct Rapid Response Additional Assistance Inquiries To:**

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