**Workforce** **Investment Act Title I-B** **Washington** **State Policies**

**SECTION F: Dislocated Worker Services**

*Grantees, subrecipients, and contractors funded under the Workforce Investment Act (WIA), whether in whole or in part, must abide by the Workforce Investment Act of 1998, the WIA Regulations, all applicable Office of Management and Budget (OFM) circulars, state requirements in laws and rules (Revised Code of Washington and Washington Administrative Code), Office of Financial Management (OFM) policies, and the Washington State WIA policies.*

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| **EFFECTIVE DATE: WIA POLICY NUMBER: SUBJECT:** | March 25, 2005 3935, Revision 1 Rapid Response Additional Assistance |

[POLICY](http://www.wa.gov/esd/1stop/policies/documents/archive/3935rev1.htm#POLICY) | [DEFINITIONS](http://www.wa.gov/esd/1stop/policies/documents/archive/3935rev1.htm#DEFINITIONS:) | [REFERENCES](http://www.wa.gov/esd/1stop/policies/documents/archive/3935rev1.htm#REFERENCES:)[SUPERSEDES](http://www.wa.gov/esd/1stop/policies/documents/archive/3935rev1.htm#SUPERSEDES:) | [WEBSITE](http://www.wa.gov/esd/1stop/policies/documents/archive/3935rev1.htm#WEBSITE:) | [INQUIRIES](http://www.wa.gov/esd/1stop/policies/documents/archive/3935rev1.htm#DIRECT INQUIRIES TO:)

**POLICY:**

Under the Workforce Investment Act (WIA) the State will reserve up to 25% of rapid response funds to carryout statewide rapid response activities. The reserved funds will be used to ensure that adequate rapid response additional assistance (RRAA) funds are available locally and can be accessed quickly when needed by Workforce Development Councils (WDCs) for dislocation events. 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 intensive and training services.

When local funds are not adequate to assist workers impacted by a dislocation event, WDCs may request RRAA funds.

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

1. rapid response services to a dislocated event
2. layoff aversion assistance
3. direct services to participants
4. a 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 NEG programs.   
  
The following requirements set forth the process that WDCs use to request rapid response funds from the State.   
  
**Application Requirements**   
  
Each application must include the following information:

1. An e-mail (or letter) requesting RRAA funds
2. Synopsis of the Request including:

* Name, telephone number, and e-mail address of the WDC contact
* Name of layoff company(ies)
* Number of workers being dislocated
* Planned number of participants to be served
* Layoff dates of the impacted workers
* If appropriate, the name of the labor organization representing the employees

1. 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 WDC 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.

1. 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, the WDC must demonstrate that there are not adequate local funds to assist the dislocated workers.

1. Point of Exit/Participant Planning Form

Applications must include a Participant Planning Form, as applicable.

In accordance with TEGL 15-03, issued December 10, 2003, all WIA participants, including RRAA participants, are to be exited if they have not received a WIA-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 WIA, Trade Act or partner funded program, they are to be exited simultaneously from all grants within ninety days after the last program service.

1. Final Report

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

**DEFINITIONS:**

None

**REFERENCES:**

* PL 105-220 Section 133 (a) (2) and 134 (a) (2) (A)
* 20 CFR Part 652 et al., WIA; Final Rules, Sections 665.300, 665.310, 665.320, 665.330 and 665.340

**SUPERSEDES:**

3935 and 3935 Appendix

**WEBSITE:**

<http://www.wa.gov/esd/policies/title1b.htm>

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