



408 Washington Avenue, West Plains, Missouri 65775 ❖ Phone 417-257-2630 ❖ Fax 417-257-2633 ❖ MO Relay 711

Rapid Response Activity Policy

Formerly Employment Transition Team Policy

Rapid Response activities, identified in Office of Workforce Development's (OWD) most current policy on Rapid Response Activity located at jobs.mo.gov/owdissuances, will be coordinated with the statewide Rapid Response team.

Local staff will lead Rapid Response activities involving dislocation events impacting forty-nine (49) or fewer full-time workers by:

- contacting affected employers within twenty-four (24) hours of being informed of a potential layoff to inform affected employers about Rapid Response services and must arrange for an in-person meeting to plan informational worker meetings as needed.
 - All on-site worker meetings and other services shall be coordinated with the employer and delivered based on the employer's and workers' schedule, regardless of the time of day. All on-site worker meeting details and scheduling must be approved by the employer prior to holding informational worker meetings.
- coordinating with employers, impacted workers, and Wagner-Peyer Job Center staff, the Division of Employment Security, and other organizations as necessary to ensure effective and timely Rapid Response activities are provided.
- documenting Rapid Response activities in the statewide case-management system.
 - Response activity must be documented in the state's case-management system within 48 business hours after an event is held.
- will assist the state Rapid Response team in the event of mass layoff
- submitting a request to dwdsupport@dhewd.mo.gov, to enter the event into the "Rapid Response Lookup Table" with the following information:
 - Company Name
 - Worksite Location
 - Address
 - Senatorial District
 - House of Representative District
 - Event Begin Date
 - Event End Date
 - Federal Reporting Number
 - Event Type
 - Event Classification
 - Trade (TAA) Petition Status

Workers impacted by smaller layoffs may be provided with informational packets. Information packets must include information regarding job center services, unemployment insurance benefits, Missouri Economic Research Information Center (MERIC) regional Real Time Labor Market Summary, and other information specific to the layoff population.

Every Rapid Response event is unique; therefore, each event shall be assessed individually, and services provided shall be determined based on the requests of the employer and the needs of the affected workers.