



POLICY TRANSMITTAL

SUBJECT:	Layoff Aversion and Rapid Response	Policy/Guidance No.: POL 400-1
APPLIES TO:	Workforce Development Area 23	Effective Date: 08/18/22
		Revised Date:
		Expiration Date: Indefinite
REFERENCE:	<ul style="list-style-type: none"> • Workforce Innovation and Opportunity Act, §Section 134(d)(1)(A)(ix)(II)(cc). • Workforce Innovation and Opportunity Act Final Rule, 20 CFR 682.320. • Workforce Innovation and Opportunity Act Final Rule, 20 CFR 682.340. • Training and Employment Guidance Letter (TEGL) 19-16: “Guidance on Services provided through the Adult and Dislocated Worker Programs and the Wagner-Peyser Act Employment Services” (March 1, 2017). • Training and Employment Guidance Letter (TEGL) 26-14: “Workforce Innovation and Opportunity Act Transition Authority for Flexible Use of State Rapid Response Funds” (April 14, 2015). • Training and Employment Notice (TEN) 9-12: “Layoff Aversion in Rapid Response Systems” (August 31, 2012). • CareerSource Florida Administrative Policy Number 114: “Rapid Response Program Administration” 	

I. PURPOSE

The federal Workforce Innovation and Opportunity Act (WIOA) encourages states to implement and promote programs and strategies that are consistent, high quality, timely and provide innovative responses within a comprehensive economic transition model that supports a broad vision for Rapid Response and embraces Layoff Aversion as one of its central tenets.

CareerSource Florida Strategic Policy for Rapid Response and Layoff Aversion Systems encourages local workforce boards and local Rapid Response teams to develop high quality, comprehensive and effective Rapid Response and Layoff Aversion strategies that maximize their ability to assist businesses, especially small businesses, in their local community. Rapid Response and Layoff Aversion activities should be focused on proactively engaging with

businesses to prevent layoffs as well as reacting to announced layoffs and assisting affected workers.

II. BACKGROUND

WIOA requires Local Workforce Development Area (WDA) Rapid Response activities to assist employers and impacted workers prior to and immediately following the announcement of a permanent closure, layoff or natural or other disaster resulting in a mass job dislocation. This requires informed, strategic local business engagement.

Small businesses represent a large percentage of the overall businesses within WDA 23. Accordingly, many layoffs do not fall within the federal Worker Adjustment and Retraining Notification Act (WARN) requirements and may go undetected because they affect fewer than 50 employees. A strong rapid response/layoff aversion program is critical to WDA 23 to better position the Local Workforce Development Board in assisting businesses of all sizes.

An effective Rapid Response and Layoff Aversion System promotes economic recovery and vitality by developing ongoing, comprehensive approaches to identifying, planning for, or responding to layoffs or dislocations and preventing or minimizing their impacts on workers, businesses, and communities. It includes engagement with employers of all sizes, economic organizations, chambers of commerce, small business development centers, business associations, and other critical partners in developing workforce solutions that improve the economic well-being and quality of life for a community, by creating and/or retaining jobs that facilitate growth, provide a stable tax base, and support a competitive, resilient local workforce.

III. STRATEGIC POLICY

CareerSource South Florida (CSSF) shall implement a comprehensive Rapid Response system with an emphasis on Layoff Aversion Activities that dedicate resources and efforts to the following:

1. Establishing formal partnerships with local chamber of commerce, economic development organizations, small business development centers, business associations and other critical partners.
2. Establish a Rapid Response Team comprised on members from collaborating agencies.
3. Gathering data and intelligence related to economic transition trends within industries, communities, or at specific employers, and planning strategies for intervention.
4. Identifying heavily concentrated industries and sectors and related training needs in the geographic area.
5. Connecting employers and workers with short- term, on-the-job, and customized training and apprenticeships before or after layoff and prior to new employment.
6. Design strategies to maintain effective business engagement with companies of all sizes and industries within the Local Workforce Development Area (LWDA)

7. Establish an early warning system utilizing the EconoView data visualization system to identify businesses, regardless of size that may be of risk of closing, so that immediate support may be provided to avoid layoffs. Establishing local points of contact within the early warning system network to communicate and be accountable for Rapid Response services.
8. Outreach and education regarding the provision of comprehensive, employer-based Layoff Aversion services to include but not limited to Short-Time Compensation, federal emergency grant and loan programs, local and community assistance programs, and incumbent worker training to avert layoffs and facilitate connections to other support services.

IV. Rapid Response Team

CSSF shall establish a Rapid Response Team with collaborating agencies who members will be Business Intermediaries of the local board. The Rapid Response Team will concentrate their efforts on the following:

1. Utilize the EconoView system to identify businesses that are considered high risk to provide outreach and education regarding the provision of comprehensive, employer-based Layoff Aversion services to include Short-Time Compensation, federal emergency grant and loan programs, local and community assistance programs.
2. Utilize the EconoView system to identify businesses that are considered moderate to high risk to outreach and educate regarding incumbent worker training to avert layoffs and facilitate connections to other support services.
3. Utilize the EconoView system to identify businesses that are in transition and may benefit from On-The-Job training, apprenticeship programs or pre-apprenticeship programs.
4. Define service level standards to include quantitative outcomes sought including but not limited to return on investment and economic impact to the LWDA.

V. DEFINITIONS

1. EconoVue Data Platform

A licensed data visualization and business outreach platform using Bureau of Labor Statistics and Dun & Bradstreet data that provides information on business locations, including standard identity and demographic information around size, location and operations, business health and change dynamics.

2. Incumbent Worker Training Program

The Incumbent Worker Training (IWT) Program is to provide grant funding for continuing education and training of incumbent employees at existing Florida businesses. The program will provide reimbursement grants to businesses that pay for pre-approved, direct, training related costs. The program helps established Florida businesses upgrade the skills of their current employees.

3. Layoff Aversion

A continuum of strategies targeted to specific employers or industries that are experiencing a decline and have the potential to undergo layoffs, or are experiencing a serious skills gap that impacts their ability to compete and retain workers. A layoff is considered to be averted when:

- a. A worker's job is saved at an existing employer facing a risk of downsizing or closing;
or
- b. A worker at risk of dislocation faces a brief gap or unemployment when transitioning to a different job with the same employer or is hired at a new job with a different employer.

4. On the Job Training (OJT)

On the Job Training (OJT) is designed to provide resources for occupational training and development of eligible, prospective, full-time hires by helping to defray the cost of training. Businesses may recoup a percentage of the wages paid to each new hire during the agreed-upon training period.

5. Paid Work Experience (PWE)

Paid Work Experience (PWE) provides a business with workers for a specified period of time to gain work experience. The salary of the worker is paid, at no cost to the business, during the term of the agreement. This incentive allows new worker(s) to gain job-specific skills, while helping the business increase productivity.

6. Short-Time Compensation

The Short Time Compensation program helps employers retain their workforce in times of temporary slowdown by encouraging work sharing as an alternative to layoff. The program permits prorated reemployment assistance benefits to employees whose work hours and earnings are reduced as part of a Short Time Compensation plan to avoid total layoff of some employees.