



Policy as related to the Local Coordination and Support of the New York State Rapid Response Program

As approved by the CSS WFNY Board: Approved by CSS WFNY Board of Directors, December 6, 2012.

Policy: Effective November 8, 2012, the New York State Department of Labor issued Rapid Response Guidance Letter (RRGL) No. 1 to the Workforce Development Community. In this letter, NYSDOL stated that under the Workforce Investment Act, the State is responsible for the provision of Rapid Response services, and identified its intended organizational structure. In order to clarify how the Chemung Schuyler Steuben Workforce New York (CSS WFNY) Investment Area will coordinate with this new structure, the following definitions and policies are put in to effect:

1. Under Section III, Role of the Regional Rapid Response Coordinator, sub-bullet 1, #3 the RRGL declares that the “Local One-Stop Director” is to be included in the Regional Rapid Response Coordinator’s (RRRC) distribution of the initial status report or summary.
 - a. As the CSS WFNY area does not have a “Local One-Stop Director” position as such, but rather uses a Leadership Team approach, the RRRC should include all members of the CSS WFNY Leadership Team when distributing the above referenced report/summary.
 - b. The RRRC is asked to acquire the CSS WFNY Leadership Team contact information from the CSS WFNY Executive Director prior to the distribution so that all members of its local team are kept informed.
2. Under Section III, Role of the Regional Rapid Response Coordinator, sub-bullet 1, # 5 the RRGL declares that the “Local Rapid Response Team Members” are to be included in the Regional Rapid Response Coordinator’s (RRRC) distribution of the initial status report, or summary, within five business days after the initial contact with the business.
 - a. In the CSS WFNY area, “Local Rapid Response Team Members”, is defined as the following positions, and the RRRC should include all members of the CSS WFNY Local Rapid Response Team when distributing the above referenced report/summary.
 - i. CSS WFNY Business Services Manager
 - ii. Local NYSDOL Business Services Representatives
 - iii. Representation from the local 2-1-1 Hotline
 - iv. Representation from the local United Way
 - v. Representation from the Money Concepts organization
 - vi. Others as may, from time to time, be added for specific event

- b. The RRRC is asked to acquire the CSS WFNY Local Rapid Response Team Members contact information from the CSS WFNY Executive Director prior to the distribution so that all members of its local team are kept informed.
- 3. Under Section III, Role of the Regional Rapid Response Coordinator, sub-bullet 3, the RRGL declares that information from the initial status report/summary will be reviewed and a tentative service plan will be developed. The tentative service plan is developed with the involvement of the business, the bargaining unit (if any), Regional Rapid Response Coordinator, local One-Stop staff and appropriate community partners.
 - a. In the CSS WFNY area, “local One-Stop staff and appropriate community partners”, is defined as the following groups/positions, and the RRRC should include all members of the CSS WFNY local team when creating the above referenced service plan.
 - i. “Local One-Stop Director” team
 - ii. “Local Rapid Response Team Members”
 - iii. CSS WFNY Business Services Manager
 - iv. CSS WFNY Executive Director
 - v. Others as identified from time to time by the CSS WFNY Executive Director
 - b. The RRRC is asked to acquire the CSS WFNY local team members contact information from the CSS WFNY Executive Director prior to the distribution so that all members of its local team may participate in support of the affected workers.
- 4. Under Section III, Role of the Regional Rapid Response Team, sub-bullet 1, the RRGL declares the Regional Rapid Response Coordinator will consistently communicate with local One-Stops regarding projected layoff dates and anticipated initial UI claim filings.
 - a. In the CSS WFNY area, “local One-Stops” is defined as the following groups/positions, and the RRRC should include all members of the CSS WFNY local team when communicating projected layoff dates and anticipated initial UI claim filings. The RRRC is asked to acquire the CSS WFNY local team members contact information from the CSS WFNY Executive Director prior to the distribution so that all members of its local team may participate in support of the affected workers.
 - i. “Local One-Stop Director” team
 - ii. CSS WFNY Business Services Manager
 - iii. CSS WFNY Executive Director
 - iv. Others as identified from time to time by the CSS WFNY Executive Director
- 5. Under Section III, Role of the Regional Rapid Response Team, sub-bullet 2, the RRGL declares the Regional Rapid Response Team, in collaboration with community partner assistance, will provide a Rapid Response Orientation (RRO) and Initial Assessment to affected workers prior to layoff whenever possible. It further defines both core and customized elements that may be included in the RRO.

- a. In the CSS WFNY area, the RRRRC is asked to work with the CSS WFNY Executive Director, CSS WFNY Business Services Manager, and the Local Rapid Response Team Members to design a comprehensive RRO to be used when conducting RRO within the CSS WFNY Local Workforce Investment Area (LWIA).
 - b. By working with the entire local team to develop a RRO, a comprehensive array of supports and benefits that may be available in the community at large can be brought in support of the affected workers.
 - c. The comprehensive RRO will also assist the Regional Rapid Response Team in fulfilling its mission under Section III, Role of the Regional Rapid Response Team, sub-bullets 6 and 7.
6. Under Section III, One-Stop Staff Responsibilities, sub-bullet 1, the RRRRC may request assistance from One-Stop management for staff to participate in Rapid Response events for purposes such as providing short term staffing assistance, reserved office space/equipment, etc.
 - a. In the CSS WFNY area, the RRRRC will request such assistance through the “Local One-Stop Director” team, with a copy to the CSS WFNY Executive Director.
7. Under Section III, One-Stop Staff Responsibilities, sub-bullet 2, the One-Stop management will share any workforce intelligence with the Regional Rapid Response Coordinator that may signal the need for Rapid Response services within their community. Additionally, One-Stop management will regularly communicate any status changes to the Regional Rapid Response Coordinator that occur at the local level which may result in changes to planned Rapid Response services and activities.
 - a. In the CSS WFNY area, One-Stop management will share workforce intelligence with the RRRRC with a copy to the CSS WFNY Executive Director.
8. Under Section IV, Transition to One-Stop Services, sub-bullet 1, the RRRRC will work with One-Stop management to transition job seekers over to One-Stop services, the timing of which will be initiated by the RRRRC.
 - a. In the CSS WFNY area, the RRRRC will coordinate the transition with the “Local One-Stop Director” team and the CSS WFNY Executive Director.