

**NORTEC  
POLICY STATEMENT  
RAPID RESPONSE REPORTING**

*Effective: July 1, 2014  
Last Updated: January 26, 2017*

**PURPOSE**

The purpose of this policy is to provide guidelines to the Service Providers (NoRTEC Subcontractors) for the purposes of reporting quarterly Rapid Response Activities. The report is designed to capture and report rapid response activities to assist workers and businesses at risk of layoff or affected by layoff as well as the number of employees affected. These activities are part of a Subcontractor's overall Rapid Response strategy.

The primary purpose of Rapid Response (*which includes layoff aversion activities*) is to enable affected workers to return to work as quickly as possible following a layoff, or to prevent layoffs altogether. To accomplish this, NoRTEC and its Subcontractors must be coordinated, comprehensive, and proactive in communicating with business. This includes providing labor market and workforce information, integrating industry requirements into training strategies and career pathways, brokering relationships and job connections, making services efficient and easy to access. Relationships must be built with employers, labor organizations, workforce and economic development agencies, training institutions, service providers, community-based organizations and other appropriate entities. These relationships provide timely information and help assure an early warning system is in place to allow a timely and effective response to potential layoffs and business closures.

**DEFINITIONS**

Employer Contact (Rapid Response 121 Report) – A visit to an employer by staff for the purposes of conducting Rapid Response activities. This visit may be in person, by telephone or through the use of other interactive technology.

Employer Contact (Rapid Response 122 Report) – This form is used only to report the development, implementation and completion of a business solution strategy(s) relating to and resulting in job retention at the current place of employment and the rapid re-employment (talent transfer) of affected workers.

**ACTIVITIES**

Following is a link to State defined examples of Rapid Response Activities also described in Title 20 CFR 682.330:

- [Rapid Response Activities](#)

Note that many of the rapid response activities are required while others are allowable but not required. Completing UI applications as well as job fairs or information expos not related to a dislocation event are prohibited. *It should be noted that the customized training, dislocated workers services, and employment services are not generally paid for with Rapid Response funding—prior permission from NoRTEC must be obtained if a Subcontractor wishes to do so.*

## **REPORT INFORMATION AND INSTRUCTIONS**

Rapid Response (121 Reports)/Layoff Aversion (122 Reports) shall contain data for a year, beginning on April 1 and ending on March 31. Reports shall be submitted to NoRTEC each quarter, five days after the end of the quarter<sup>1</sup>:

- First Quarter (July 1-September 30) – Report due October 5
- Second Quarter (October 1-December 31) – Report due January 5
- Third Quarter (January 1-March 31) – Report due April 5
- Fourth Quarter (April 1-June 30) – Report due July 5

Following is a link to a template of the report, along with a copy of the instructions for completing the report:

- [121 Report Template](#)
- [121 Report Instructions](#)
- [122 Report Template](#)
- [122 Report Instructions](#)

Each quarter's report will contain cumulative numbers, beginning on April 1 of each year through the end date of the quarter being reported.

Activities reported on the **Rapid Response 121 Report** are those relating to employer contacts in response to layoffs or closures, as defined by the California Workforce Development Board.

Reportable employer contacts include Worker Adjustment and Retraining Notification (WARN) and non-WARN events. The Rapid Response 121 Report must be completed to report employer contacts by local area staff when conducting layoff/closure orientations with 10 or more affected workers ONLY, and/or layoff or closure planning meetings.

Complete a separate line item entry for each employer contact occurring on different days, locations, or employers. Complete a single line item entry if multiple sessions are conducted on the same day, for a single employer with the note of how many multiple orientations were made that day.

reported on the **Layoff Aversion 122 Report** are those relating to layoff aversion (LOA) activities resulting in jobs retained at the current employer and/or rapid re-employment services (talent transfer) at new employer, conducted during any stage of the business cycle as defined in the directive.

Complete a separate line item entry for each layoff aversion solution and/or rapid re-employment service delivered.

## **POLICY EXCEPTIONS**

Service Providers (NoRTEC Subcontractors) may make exceptions to this policy only with prior written authorization from the NoRTEC Administrative Entity.

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<sup>1</sup> If the due date of each quarterly report falls on a holiday or weekend, the report will be due by close of business on the next business day.