



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT

Employment and Training Section
Davy Crockett Tower
500 James Robertson Pkwy., 12th Floor
Nashville, TN 37245
(615) 741-1031

June 4, 2001

Workforce Investment Act Memorandum Number E&T 01-15

Topic: Rapid Response

Subject: Reporting Rapid Response Activities

Purpose: To provide instructions for the reporting of Rapid Response activities by the Dislocated Worker Coordinators (DWCs)

Background: In order for the Dislocated Worker Unit (DWU) to maintain records on the Rapid Response activities occurring across the state, Dislocated Worker Coordinators must file the Rapid Response Reports.

Instructions: Attached is the format used by the Dislocated Worker Coordinators to report Rapid Response activities in their areas.

The Rapid Response Report is submitted to the DWU after the closure or layoff of a Company/Business has been confirmed. It is imperative that the report includes the following information: The company's full name; complete address; including county, correct phone number; number of employees affected by job category; type of business; service provided, date of layoff/closure and other information listed on the report form.

Although the report should be complete, each coordinator must remember that, according to WIA regulations, all reports of closures and mass layoffs must be sent to those with a need to know within 48 hours after the Dislocated Worker Unit receives notification, if possible.

If the Dislocated Worker Coordinator receives the original WARN notification, the letter should be forwarded via facsimile and the Rapid Response Report e-mailed immediately to the DWU. The actual letter may then be mailed. If no WARN notification is received by either the DWC or the DWU, the information contained in the Rapid Response Report will be used to complete the final report. Therefore, each Rapid Response Report should be accurate and complete.

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Contact: Questions concerning this memorandum should be directed to Melinda Reagan,
Dislocated Worker Unit Director at (615) 741-1031.

Effective date: Immediately

Expiration Date: Indefinite

Sincerely,

A handwritten signature in black ink that reads "Robert L. Miller". The signature is written in a cursive style with a large, prominent initial "R".

Robert L. Miller, Administrator
Employment and Workforce Development