

Minnesota Department of Employment and Economic Development

Workforce Development Division and CareerForce Division

RAPID RESPONSE POLICY

DRAFT FOR PARTNER COMMENT. This policy is not yet adopted.

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Related policy:	DEED Layoff Aversion Policy; DEED WARN Act Policy; DEED Mass Layoff Projects and Competitive Process policy.
Questions:	State Rapid Response Team, Workforce Development Division and CareerForce Division, DEED (Jason Wadell, Director; Marla Beaty, SRRT Coordinator/Supervisor).

Purpose

This policy establishes the requirements and procedures for Minnesota's Rapid Response system under Title I of the Workforce Innovation and Opportunity Act (WIOA) and [20 CFR Part 682, Subpart C](#). It ensures that employers and workers affected by layoffs, business closures, and disasters receive prompt, consistent, and high quality services statewide, and that Minnesota's Rapid Response activities are delivered and documented in a manner consistent with federal and state law. Layoff aversion, a required Rapid Response activity, is addressed at a high level in this policy and governed in detail by DEED's separate Layoff Aversion Policy.

Policy Statement

It is the policy of the State of Minnesota that the primary responsibility for Rapid Response activity lies with the State, specifically with the Commissioner of the Department of Employment and Economic Development. All dislocation events defined in this policy receive analysis at the state level by the State Rapid Response Team (SRRT) to determine the appropriate response and funding, and follow the procedures set out in this policy. All partners in the Dislocated Worker system, including the State, the 16 LWDAs, independent grantees, and other certified service providers, must abide by this policy and consider it effective at the time of notice for a dislocation event. The SRRT is committed to responding to layoff and closure notifications as quickly as possible; prompt engagement with employers and affected workers is essential to averting layoffs where possible and to delivering timely, effective reemployment services.

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DEFINITIONS

The following terms are used throughout this policy.

Term	Definition
Advisory Committee	A committee the SRRT facilitates for a Mass Layoff Project in a no-compete situation, in which the affected Local Workforce Development Area or a Small Layoff Independent Grantee is the known service provider. It parallels the Planning and Selection Committee, but because no competitive selection of a provider is required, it serves an advisory role in planning and guiding the delivery of services to affected workers.
CareerForce	Minnesota's network of American Job Centers, the state's one-stop delivery system that connects workers and employers to workforce services. Comprehensive CareerForce centers provide access to career services and all required WIOA partner programs at a single location; other CareerForce locations (affiliate and specialized sites) provide access to a subset of those services.
Chief Elected Official	The chief elected official or officials of the units of local government in a Local Workforce Development Area who, with the LWDB, oversee local workforce activities and receive WARN notice as required by law.
Department of Employment and Economic Development (DEED)	Minnesota's state workforce and economic development agency, which administers Rapid Response, the Dislocated Worker program, and Unemployment Insurance.
Dislocated Worker	An individual who meets the WIOA definition of a dislocated worker, generally a person who has lost or will lose employment through no fault of their own, including through a mass layoff or permanent closure.
Dislocated Worker Program	Minnesota's program of reemployment services for dislocated workers, operated as both a federally funded program under WIOA Title I and a state-funded program under Minnesota Statutes 116L.17.
Early Warning Network (EWN)	The network of community and agency partners the SRRT works with to identify potential layoff events as early as possible.
Employer Engagement Services Team (EEST)	DEED and CareerForce business services staff who provide coordinated, business-facing services to employers across the business lifecycle and who partner with the SRRT on layoff aversion and employer services in Rapid Response.
Employer Layoff Questionnaire	The questionnaire the SRRT requests an employer to complete to gather information about a dislocation event.
Employment Loss	Under the WARN Act and 20 CFR Part 639, an employment termination other than for cause, a voluntary departure, or retirement; a layoff exceeding six months; or a reduction in hours of work of more than 50 percent during each month of any six-month period.
Labor Organization (Union)	An organization that represents employees in collective bargaining. Where an affected workforce is represented, the SRRT and service providers coordinate Rapid Response with the labor organization and its representatives.

Term	Definition
Layoff Aversion	Strategies and activities to prevent or minimize the duration of unemployment resulting from layoffs, as described in 20 CFR 682.320. Layoff aversion is a required Rapid Response activity; DEED's layoff aversion strategies and activities are established in DEED's separate Layoff Aversion Policy.
Local Workforce Development Area (LWDA)	One of Minnesota's 16 designated areas, governed by an LWDB and chief elected official, responsible for the local delivery of Dislocated Worker services.
Local Workforce Development Board (LWDB)	The board that, with the chief elected official, governs a Local Workforce Development Area and sets local workforce policy consistent with the WIOA Combined State Plan and this policy.
Mass Layoff or Permanent Closure	A dislocation event meeting the criteria described in the Dislocation Events section of this policy.
Minnesota Early Warning System	Minnesota's early-warning notice provision under Minnesota Statutes 116L.976. It encourages employers considering a plant closing, substantial layoff, or relocation of operations to give notice as early as possible to the Commissioner, the affected employees, any employee representative, and the local government unit, and it requires an employer that gives WARN or Minnesota early-warning notice to report the names, addresses, and occupations of affected employees to the Commissioner. This notice is in addition to any federal WARN notice.
National Dislocated Worker Grant (DWG)	A discretionary grant awarded by the United States Secretary of Labor under WIOA Section 170, either an Employment Recovery DWG for a major economic dislocation or a Disaster Recovery DWG for disaster-relief employment and recovery.
Personally Identifiable Information (PII)	Information that can be used to identify a specific individual, including worker lists and the names, addresses, and occupations of affected workers, which must be safeguarded under state and federal law.
Planning and Selection Committee	The committee the SRRT facilitates to select a service provider through the competitive process for a Mass Layoff Project.
Plant Closing	The permanent or temporary shutdown of a single site of employment, or of one or more facilities or operating units within a single site. Under Minnesota Statutes 116L.976, a plant closing that results in an employment loss at a single site during a 30-day period for 50 or more employees, excluding those working fewer than 20 hours per week, triggers the employer reporting requirement.
Priority of Service	The requirement that veterans and eligible spouses be identified at the point of entry and given access to services earlier in time than, or precedence over, non-covered persons in programs funded in whole or in part by the United States Department of Labor (USDOL).
Project (Mass Layoff Project)	A dislocation event involving 50 or more people who are likely to participate in the Dislocated Worker program, served through the competitive process.
Rapid Response	The proactive WIOA activity through which the State works with businesses and workers to minimize the impact of layoffs and closures.
Referral to Formula	The routing of a small dislocation event, generally under 50 workers, to service providers using Dislocated Worker formula funding.
Salesforce	DEED's stand-alone customer relationship management (CRM) system and the SRRT's system of record for Rapid Response and layoff activity.

Term	Definition
Broadcast Bulletin	A standardized email notification the SRRT sends to Rapid Response partners (LWDBs, Local Workforce Development Areas, and partner staff) through DEED's GovDelivery email notification system. The SRRT uses a defined set of Broadcast Bulletins, listed in the Communication Channels and Broadcast Bulletins section, to communicate WARN notices, referrals, layoff aversion, and project actions.
Shared Work (Short-Time Compensation)	A Minnesota Unemployment Insurance program that allows an employer to reduce the hours of a group of workers, who then receive partial unemployment benefits, as an alternative to layoff.
Small Layoff Independent Grantee (SLIG)	A certified Dislocated Worker service provider that serves smaller layoffs.
State Rapid Response Team (SRRT)	The team within the DEED CareerForce Division responsible for coordinating Minnesota's Rapid Response system.
Substantial Layoff	Under Minnesota Statutes 116L.17, a permanent workforce reduction resulting in an employment loss at a single site during a 30-day period for at least 50 employees, excluding employees working fewer than 20 hours per week. A related but separate threshold from the federal WARN and Rapid Response definitions.
Trade Adjustment Assistance (TAA)	The federal program for trade-affected workers; its authority to certify new petitions lapsed on July 1, 2022.
Unemployment Insurance (UI)	The DEED-administered program that provides temporary partial wage replacement to workers who are unemployed through no fault of their own and who are able, available, and actively seeking work.
Worker Adjustment and Retraining Notification Act (WARN Act)	The federal Worker Adjustment and Retraining Notification Act, which requires covered employers to provide advance notice of certain plant closings and mass layoffs.
Workforce Innovation and Opportunity Act (WIOA)	The federal law governing the public workforce system, including Rapid Response and the Dislocated Worker program, at 29 U.S.C. 3101 et seq.
Workforce One (WF1)	Minnesota's case management system and system of record for the Dislocated Worker program, used by service providers to record participant information.
Workforce Strategy Consultant (WSC)	A DEED staff member who provides employers with workforce planning and talent strategy support and participates in the Early Warning Network to identify layoff aversion opportunities.

GENERAL INFORMATION

Workforce Innovation and Opportunity Act

WIOA was signed into law on July 22, 2014, and took effect July 1, 2015. WIOA superseded the Workforce Investment Act of 1998 and amended the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. The workforce system established under WIOA is integrated by design, connecting businesses with job seekers through partnerships among workforce, education, human services, and economic development entities. In Minnesota, these services are delivered through CareerForce, the state's network of American Job Centers. Under WIOA, Rapid Response is a proactive activity through which Minnesota's workforce development system works with the state's businesses and workers to minimize the impact of economic disruptions caused by layoffs and plant or business closings.

What Is Rapid Response?

The purpose of the Rapid Response system is to promote economic recovery and vitality by developing an ongoing, comprehensive approach to identifying, planning for, and responding to layoffs and dislocations, and to preventing or minimizing their impacts on workers, businesses, and communities. Rapid Response resources may also be directed proactively to support businesses undergoing economic stress or to mitigate potential layoffs or closings. Minnesota's Rapid Response system provides services in four key areas required under [20 CFR 682.300](#):

1. Informational resources and direct reemployment services for workers, including information and support for filing Unemployment Insurance (UI) claims, information on the impacts of layoffs on health coverage and other benefits, information on and referral to career services, reemployment-focused workshops and services, and training;
2. Delivery of solutions to address the needs of businesses in transition across the business lifecycle, including comprehensive business engagement and layoff aversion strategies and activities designed to prevent or minimize the duration of unemployment;
3. Convening, brokering, and facilitating the connections, networks, and partners needed to provide assistance to dislocated workers and their families, such as home heating assistance, legal aid, and financial advice; and
4. Strategic planning, data gathering, and analysis designed to anticipate, prepare for, and manage economic change.

Statutory Authority

WIOA Section 3(51) and [Minnesota Statutes 116L.17, subdivision 10](#), both assign authority to the State in matters of Rapid Response. Both federal and state law also make clear that the State must work as closely as possible with its local partners to accomplish Rapid Response activities. Minnesota carries out Rapid Response consistent with [20 CFR Part 682, Subpart C](#) (20 CFR 682.300 through 682.370).

State, Regional, and Local Plans

Minnesota carries out Rapid Response under its [WIOA Combined State Plan](#) for program years 2024 through 2027, approved by the USDOL. As required by WIOA, regional and local plans are developed in accordance with the state plan. The 16 Local Workforce Development Areas carry out this policy through their LWDB policies and local plans, which must be consistent with the WIOA Combined State Plan and with this policy.

Authority: [WIOA sec. 102](#); [WIOA sec. 108](#); [20 CFR Part 682, Subpart C](#).

DISLOCATION EVENTS

In Minnesota, Rapid Response activities are provided for any dislocation event brought to the attention of the SRRT, regardless of company size or the number of affected employees. The type of dislocation event affects the federal and state requirements placed on employers and the role of the state workforce system. This section describes the types of dislocation events that may occur.

Definition of Mass Layoff or Permanent Closure

For the purposes of Dislocated Worker program eligibility, a mass layoff or permanent closure occurs when an impacted company has an individual who meets one of the following:

1. Has been terminated or laid off, or has received a notice of termination or layoff, as a result of a permanent closure of, or mass layoff at, a plant, facility, or enterprise;
2. Works at a site or facility at which the employer has made a general announcement that the site or facility will close within 180 days; or
3. Works at a site or facility at which the employer has made a general announcement that the site or facility will close, where the closure will take place in more than 180 days or with no specific date of closure. In this case, the individual may receive only basic career services that do not cause participation until the scheduled closure is to occur within 180 days.

Note: An individual described above meets Dislocated Worker eligibility, but where the individual can access only basic career services that do not cause participation, the individual is a reportable individual and not a program participant. Once a closure date within 180 days is identified, the individual may begin to receive all basic career services, individualized career services, and training, and becomes a Dislocated Worker participant who factors into performance measures. An individual does not need to wait until their last day of work to receive Dislocated Worker program services.

Authority: WIOA Sec. 3(15)(B); [20 CFR 682.305](#); [20 CFR Part 639](#).

Small Layoffs and Small Business Closures

A small layoff or small business closure is a dislocation event and receives Rapid Response like any other event, regardless of company size or the number of affected workers. Because a small layoff generally involves fewer than 50 workers likely to enroll in the Dislocated Worker program, the SRRT routes it to formula funding and refers it to certified service providers, including Small Layoff Independent Grantees (SLIGs), through the Small Layoff Referral Broadcast Bulletin rather than establishing a Mass Layoff Project. Affected workers receive the same access to career services, reemployment assistance, and, where eligible, training through the Dislocated Worker program.

Authority: [WIOA sec. 134\(a\)\(2\)\(A\)](#); [20 CFR 682.330](#).

Federal WARN Dislocation Events

Certain larger-scale dislocation events are covered by the federal [Worker Adjustment and Retraining Notification \(WARN\) Act of 1988](#). The WARN Act protects workers, their families, and communities by requiring covered employers with 100 or more full-time workers to provide notification at least 60 calendar days in advance of plant closings and mass layoffs that meet the applicable thresholds. Advance notice provides workers and their families with transition time to adjust to the prospective loss of employment, to seek alternative jobs, and, if necessary, to enter skill training or retraining. Under the federal WARN Act, employers are required to provide advance notice to:

1. The State dislocated worker unit, which in Minnesota is the SRRT within the DEED CareerForce Division;
2. The chief elected official of the unit of local government in which the employment site is located; and

3. Affected employees, or their representatives where the employees are represented by a labor organization.

A WARN notice must contain the name and address of the employment site and the name and telephone number of a company contact; a statement of whether the action is permanent or temporary and whether the entire site is closing; the expected date of the first separation and the anticipated separation schedule; the job titles of affected positions and the names of the workers currently holding those positions; a statement of any bumping rights; and the name of each union representative with the name and address of the chief elected officer of each union, where applicable.

An employer that violates the federal WARN Act may be liable to each affected employee for back pay and benefits for the period of the violation, up to 60 days. An employer that fails to provide required notice to a unit of local government may be subject to a civil penalty of up to 500 dollars for each day of violation. Federal WARN violations are enforced through actions in the United States district courts, and enforcement falls under USDOL jurisdiction; the Department does not adjudicate individual WARN complaints.

Authority: [WARN Act, 29 U.S.C. 2101 et seq.](#); [20 CFR Part 639](#); [20 CFR 639.6](#).

Minnesota's Early Warning System (Minnesota Statutes 116L.976)

Minnesota does not have a mini-WARN Act that imposes independent mandatory advance-notice thresholds or penalties beyond the federal WARN Act. Instead, [Minnesota Statutes 116L.976](#), the state's early warning system, directs the Commissioner to encourage business establishments considering a plant closing, substantial layoff, or relocation of operations to give notice of that decision as early as possible to the Commissioner, the affected employees, any employee organization representing the employees, and the local government unit in which the establishment is located. This notice is in addition to any notice required under the federal WARN Act.

Employer reporting requirement. Under [Minnesota Statutes 116L.976, subdivision 2](#), an employer that provides notice of a plant closing, substantial layoff, or relocation of operations, whether under the federal WARN Act or under subdivision 1, must report to the Commissioner the names, addresses, and occupations of the employees who will be or have been terminated. For the purposes of this section, a plant closing means the announced or actual permanent or temporary shutdown of a single site of employment, or of one or more facilities or operating units within a single site, if the shutdown results in an employment loss at the single site during any 30-day period for 50 or more employees, excluding employees who work fewer than 20 hours per week.

Authority: [Minnesota Statutes 116L.976](#); [Minnesota Statutes 116L.17, subd. 10](#).

Unemployment Insurance and Dislocation Events

Minnesota's Unemployment Insurance (UI) program is administered by DEED and provides temporary partial wage replacement to workers who are unemployed through no fault of their own and who are able, available, and actively seeking work. Rapid Response coordinates closely with UI so that affected workers receive accurate information about filing claims and about programs such as Shared Work. The SRRT and the UI program maintain designated points of contact responsible for sharing and receiving information about dislocation events. Employers that provide layoff or closure notice under the federal WARN Act or [Minnesota Statutes 116L.976](#) must report affected employees' names, addresses, and occupations to the Commissioner, as described in the [Minnesota Early Warning System](#) section above.

Furloughs and Temporary Closures

A furlough or temporary layoff, and a temporary closure expected to last six months or less, is treated differently from a permanent closure or mass layoff. Under the federal WARN Act, a temporary layoff or furlough of six months or less generally is not an employment loss and does not, by itself, trigger WARN notice. Workers who have a firm, near-term recall date generally retain attachment to their employer and generally do not meet Dislocated Worker eligibility while recall is expected.

The SRRT still engages in these situations. It provides Rapid Response information, coordinates with Unemployment Insurance, and promotes Shared Work (short-time compensation) as an alternative to layoff or reduced hours, and it considers layoff aversion. If recall becomes uncertain, the furlough or temporary closure extends beyond six months, or the event converts to a permanent closure or mass layoff, the SRRT treats it as a dislocation event and affected workers may become eligible for Dislocated Worker services at that time.

Authority: [20 CFR Part 639](#); [20 CFR 682.305](#); [20 CFR 682.320](#).

Other Dislocation Events and Disasters

Minnesota provides Rapid Response support for any dislocation event brought to the attention of the SRRT, regardless of company size, the number of affected employees, or whether the event qualifies under the federal WARN Act. Certain dislocations resulting from natural or other disasters may trigger additional resources and services beyond traditional Rapid Response activities, including Disaster Unemployment Assistance and eligibility for National Dislocated Worker Grants. Any employer experiencing a closure or mass layoff due to a natural or other disaster may seek Rapid Response services from the SRRT or a Local Workforce Development Area. Additional detail appears in the [Rapid Response Supplementary Funding](#) section of this policy.

RAPID RESPONSE SERVICES

Rapid Response is a flexible activity designed to respond to the needs of businesses and affected workers. In accordance with [20 CFR 682.330](#), the State ensures that the following activities are made available through Rapid Response:

1. Layoff aversion activities, a required Rapid Response activity addressed in DEED's separate [Layoff Aversion](#) and governed by DEED's Layoff Aversion Policy;
2. Immediate and on-site contact with the employer, representatives of the affected workers, including any labor organization representing them, and the local community, including an assessment of, and plans to address, the employer's layoff plans and schedule, the assistance needs and reemployment prospects of the affected workers, and the resources available to meet their short- and long-term needs;
3. The provision of information about and access to unemployment compensation benefits and programs, including Shared Work (short-time compensation), and other resources such as Pell Grants and veterans education benefits;
4. The delivery of other necessary services and resources, including workshops and classes, deployment and use of worker transition centers, job fairs, and training to support reemployment efforts for affected workers;
5. Partnership with the affected LWDB and the chief elected official or officials to ensure a coordinated response to the dislocation event and, as needed, access to federal, state, or local economic development assistance, including the development of an application for a National Dislocated Worker Grant;
6. The provision of emergency assistance adapted to the particular layoff or disaster;
7. The development of systems and processes to identify and gather information for early warning of potential layoffs or opportunities for layoff aversion, to analyze and act upon data on dislocations and economic activity, and to track outcome and performance data related to Rapid Response;
8. The development and maintenance of partnerships with other federal, state, and local agencies and officials, employer associations, industry and business councils, labor organizations, and other public and private organizations, in order to conduct strategic planning and to develop mechanisms for gathering and exchanging information on potential dislocations and available resources;
9. The assessment of trade impacts and coordination of services for trade-affected workers, to the extent the federal Trade Adjustment Assistance (TAA) program is authorized. The TAA program's authority to issue new petition certifications lapsed on July 1, 2022; accordingly, this policy does not treat the filing of a TAA petition as an independent Rapid Response trigger, and trade-affected worker services will be incorporated if and when the TAA program is reauthorized;
10. The provision of additional assistance under [20 CFR 682.350](#) to Local Areas that experience disasters, mass layoffs, or other dislocation events when such events exceed the capacity of the Local Area to respond with existing resources, as provided under WIOA sec. 134(a)(2)(A)(i)(II); and
11. The provision of guidance and financial assistance, as appropriate, in establishing a labor-management committee if voluntarily agreed to by the employees' bargaining representative and management, including training and technical assistance for committee members and funding for committee operating costs.

In accordance with [20 CFR 682.340](#), other activities may be undertaken as part of Rapid Response to minimize the negative impacts of dislocation on workers, businesses, and communities and to ensure rapid reemployment for workers affected by layoffs.

Authority: [WIOA sec. 134\(a\)\(2\)\(A\)](#); [20 CFR 682.310](#); [20 CFR 682.330](#); [20 CFR 682.340](#); [20 CFR 682.350](#).

LAYOFF AVERSION

Layoff aversion consists of strategies and activities to prevent or minimize the duration of unemployment resulting from layoffs, as defined in [20 CFR 682.320](#), and it is a required Rapid Response activity under [20 CFR 682.330](#). Through Rapid Response, the SRRT works with the Early Warning Network to identify potential layoff events as early as possible and to engage at-risk businesses before layoffs occur.

DEED's specific layoff aversion strategies, activities, and programs, including the Minnesota layoff aversion strategies available to employers, are established and governed by DEED's separate Layoff Aversion Policy. This policy addresses how layoff aversion is identified and coordinated within the Rapid Response process; the Layoff Aversion Policy governs the design and delivery of layoff aversion services. Where a dislocation event presents a layoff aversion opportunity, the SRRT coordinates with the appropriate DEED business services staff, including the Employer Engagement Services Team and Workforce Strategy Consultants, consistent with that policy. The Layoff Aversion Policy and DEED's other Rapid Response and Dislocated Worker policies are available on the [DEED Policies and Guidance website](#).

Authority: [WIOA sec. 3\(51\)](#); [20 CFR 682.320](#); [20 CFR 682.330](#).

THE RAPID RESPONSE PROCESS

The SRRT analyzes every dislocation event at the state level and acts on it as quickly as possible. Based on the number of workers likely to participate in Dislocated Worker services, the SRRT routes each event as a Referral to Formula (generally fewer than 50 workers likely to participate) or a Project (50 or more), as defined in the Definitions section. The remainder of this section describes the entities involved and the four core actions the SRRT carries out for each event, with an emphasis on rapid, timely response at every step. Throughout this policy, the 24-hour response standard applies on the SRRT's business days; the SRRT does not provide responses on weekends or state holidays, and when a 24-hour timeframe would otherwise fall due on a weekend or holiday it is met on the next business day.

Minnesota's Rapid Response Team Structure

The key entities and their roles in Minnesota's Rapid Response process are summarized below.

Entity	Role
State Rapid Response Team (SRRT)	Operates within the DEED CareerForce Division and is the primary state entity providing coordination, oversight, and technical assistance for Rapid Response statewide. The SRRT manages notifications of dislocation events, determines whether formula or discretionary project funds are used, and coordinates the overall Dislocated Worker program response. It maintains contact with businesses, state government, local partners, local elected officials, and labor organizations.
Employer Engagement Services Team (EEST)	DEED and CareerForce business services staff who provide coordinated, business-facing services to employers across the business lifecycle. In Rapid Response, they partner with the SRRT to identify at-risk businesses through the Early Warning Network, support layoff aversion strategies under DEED's Layoff Aversion Policy, and connect employers to talent, training, and economic development resources. They also help re-engage employers following a layoff to support the reemployment of affected workers.
Workforce Strategy Consultants	DEED Workforce Strategy Consultants provide employers with workforce planning and talent strategy support. In Rapid Response, they participate in the Early Warning Network, help identify layoff aversion opportunities, and advise businesses on strategies such as incumbent worker training, Shared Work, and talent retention to prevent or minimize layoffs.
Local Workforce Development Areas (LWDAs) and Boards (LWDBs)	Minnesota's 16 LWDAs, each governed by an LWDB and chief elected official or officials, deliver Dislocated Worker services within their areas. Each LWDB designates a primary and a backup operational Rapid Response liaison, the service-area operational lead or board staff, who coordinates with the SRRT, keeps the SRRT informed of any change, and notifies the SRRT of dislocation events, whether actual or potential. For each event the SRRT partners with the LWDB and chief elected official for the coordinated response and notifies the LWDB chair and chief elected official.
Dislocated Worker Service Providers and SLIGs	Certified Dislocated Worker service providers, including Small Layoff Independent Grantees (SLIGs), deliver services to affected workers. They participate in the Early Warning Network, respond to Broadcast Bulletins, and, where a competitive process applies, may compete to serve a Mass Layoff Project.

Entity	Role
Unemployment Insurance (UI)	DEED's Unemployment Insurance program provides temporary financial assistance to eligible workers and serves as a central point of contact for sharing information about dislocation events, including Shared Work and other reemployment-related programs.
CareerForce	CareerForce locations, Minnesota's American Job Centers, connect affected workers to career services, reemployment workshops, training, and partner programs, and link services delivered to job seekers with the Rapid Response event.
Veterans Employment	DEED and CareerForce Veterans Employment Services staff, including Jobs for Veterans State Grants staff, ensure that veterans and eligible spouses affected by a layoff or closure receive priority of service and are connected to veteran-specific employment, training, and reemployment resources.

Communication Channels and Broadcast Bulletins

The SRRT communicates with its partners, including LWDBs, Local Workforce Development Areas, certified service providers, and partner staff, through Broadcast Bulletins sent by GovDelivery. Every GovDelivery communication the SRRT sends is a Broadcast Bulletin. The following is the complete set of Broadcast Bulletins the SRRT uses; the SRRT Lead selects the bulletin that matches the situation and records each one sent in Salesforce.

Broadcast Bulletin	When the SRRT Lead Sends It
WARN Broadcast Bulletin	Sent when the SRRT receives a WARN notice, to alert partners of the covered plant closing or mass layoff and initiate coordination.
Small Layoff Referral Broadcast Bulletin	Sent to refer a small dislocation event, generally under 50 workers, to service providers using Dislocated Worker formula funding.
Layoff Aversion Broadcast Bulletin	Sent to engage partners on a layoff aversion opportunity identified through the Early Warning Network, consistent with DEED's Layoff Aversion Policy.
Mass Layoff Competitive Bid Request Broadcast Bulletin	Sent when a Mass Layoff Project may result and two or more providers may compete, inviting certified providers to express interest and submit a one-pager. The responses establish whether the event is competitive or no-compete.
New Project - Service Provider Selection Broadcast Bulletin	Sent to announce the service provider selected through the competitive process for a new Mass Layoff Project.
Mass Layoff Referral to Formula Funding Broadcast Bulletin	Sent when a mass layoff is referred to formula funding rather than served through a project grant, for example when fewer than 50 workers are likely to enroll or the employer is unengaged.
New Project - Non-Compete Service Provider Selection Broadcast Bulletin	Sent to announce the known service provider for a new Mass Layoff Project in a no-compete situation, where the affected Local Workforce Development Area or a Small Layoff Independent Grantee is the known provider.

The Four Core Actions

The Four Core Actions are Minnesota's operational implementation of the required Rapid Response activities in [20 CFR 682.330](#) and the four service areas in [20 CFR 682.300](#); the full set of required activities is enumerated in the [Rapid Response Services](#) section of this policy. Communication, Investigation and Needs Assessment, and Facilitation carry out these federally required activities, while Determination reflects Minnesota's Dislocated Worker program structure under [Minnesota Statutes 116L.17](#), including the referral to formula or project decision and the competitive Mass Layoff Project process.

The work of the SRRT breaks down into, but is not limited to, four main actions: Communication, Investigation and Needs Assessment, Determination, and Facilitation. Some actions may occur earlier in the process than others. The SRRT has reasonable latitude to diverge from the typical process to ensure quality service in specific cases, such as events with multiple locations or layoff dates, events where basic information is difficult to determine, events of a special nature such as a possible National Dislocated Worker Grant, or events that are immediately and clearly small layoffs referred to formula funds. In every case, the SRRT acts with urgency, moving to engage the employer and affected workers as quickly as possible so that layoff aversion options can be explored and reemployment services can begin without delay.

Authority: [WIOA sec. 134\(a\)\(2\)\(A\)](#); [20 CFR 682.300](#); [20 CFR 682.330](#); [Minnesota Statutes 116L.17](#), subd. 10 (Determination and the Formula or Project routing); [Minnesota Statutes 116L.976](#).

Communication

Receiving and recording a notice. The SRRT receives notice of a dislocation event from a range of sources, including a WARN notice, the Early Warning Network, an employer, a labor organization, a Local Workforce Development Area or Board, a sector partnership, Unemployment Insurance data, the media, or another source. When a notice is received, the assigned SRRT staff member opens or updates the event record in Salesforce, the SRRT's system of record, and records the source and date of notice, the employer name and worksite location, the industry, and the number of workers affected or expected to be affected. If a WARN notice was received, it is saved to the event record. Recording the event in Salesforce begins the two-way communication and assessment described below.

The SRRT remains in productive, two-way communication with the LWDBs and their service providers, including SLIGs. Maintaining this contact involves two elements. First, within 24 hours of confirming a business closure or dislocation event affecting 50 or more individuals, the State notifies the designated Rapid Response liaison for each affected Local Workforce Development Area directly, and follows up on significant findings from the investigation process with a communication to the liaison within a reasonable time.

Designated liaisons and the state record. Each LWDB, through its Local Workforce Development Area, designates a primary and a backup operational Rapid Response liaison and keeps the SRRT informed of any change. So that coordination remains workable against the one-business-day notification standard, the designated liaison is the service-area operational lead or board staff rather than a member of the board. The SRRT maintains the current roster of designated liaisons as its record of local coordination. When a dislocation event occurs, the SRRT notifies the designated liaison, the chair of the LWDB, and the chief elected official or officials directly, and records the notification in Salesforce, so that the governance-level partnership required by [20 CFR 682.330\(e\)](#) is maintained and documented for every event and extends into planning, including National Dislocated Worker Grant applications, and service delivery.

Second, the State recognizes that local partners often learn of dislocation events first. Within 24 hours of learning about a business closure or dislocation event, whether actual or potential, the LWDA or SLIG must notify the SRRT, so that information flows both ways through the Early Warning Network.

Two exceptions apply:

- Where a business has made clear to its first contact that the event is confidential, LWDAs and SLIGs are encouraged to recommend that the company contact the SRRT for information on federal WARN requirements. The State respects confidentiality; however, once a potential layoff becomes an actual dislocation event or a WARN notice is received, all information about the event must be shared by all partners so that service delivery can begin as quickly as possible.
- Where the SRRT can clearly and immediately determine that an event involves fewer than 50 full-time workers with no expectation of growth beyond that number, the LWDA or SLIG must still inform the SRRT of the event and request assistance if needed.

Upon learning of an actual or potential event, the SRRT initiates contact with the business or its representatives and attempts to establish virtual or on-site contact to conduct the Rapid Response process. Where the affected workforce is represented by a labor organization, the SRRT engages the union and its representatives as partners in planning and delivering services.

Investigation and Needs Assessment

Once aware of a dislocation event, the SRRT attempts initial contact with the company within 24 hours of notice and works to determine as many of the following as possible:

- A primary contact at the company;
- The size of the layoffs;
- The scope of the layoffs;
- The location or locations of the layoffs;
- The probability of temporary or permanent layoffs;
- The timing or schedule of any layoffs;
- Background on the business;
- Background on the workers, including a worker list with job titles;
- Background on other potential partners, such as unions, associations, and private placement firms;
- Whether the affected workforce is represented by a labor organization, and if so, the union or unions and their representatives; and
- Any potential trade impact.

The SRRT may draw on local partners, union contacts, business and community contacts, media, affected workers, and other reliable sources to acquire this information. It may conduct virtual or on-site meetings with the business and workers, and administer surveys to affected workers, to communicate the goals and procedures of the Dislocated Worker program and available resources, and to gather detailed information about worker demographics, work background, the likelihood of program participation, and other information relevant to program administration.

The SRRT requests completion of the Employer Layoff Questionnaire and seeks to answer the following in each case:

- Can the layoff be averted? For example, is there anything the company needs that would allow it to stop the layoff or lessen its impact, and has the company worked with any other organizations to avert a layoff?
- Is the business meeting the requirements of the federal WARN Act?
- Given the size, scope, timing, and other information acquired, is the dislocation event a Referral to Formula or a Project?

If, during a confirmed-layoff investigation, no information is learned regarding the layoff, the event is referred to formula and small-layoff services within two weeks. The SRRT makes every effort to close investigations quickly so that service delivery is seamless and effective.

Determination

The SRRT has an obligation to make the decisions below as quickly as possible, and it documents the efficiency of the process and sets performance measures and targets. Based on the answers to the investigation questions, further facilitation may be required regardless of the size of the layoff. Dislocation events fall into one of two categories, a Referral to Formula or a Project:

- **Referral to Formula** occurs when the layoff is small, generally under 50 workers. The term refers to the funding stream intended for smaller layoffs. Some referrals to formula may involve larger numbers of

workers, such as when the SRRT determines that fewer than 50 workers are likely to participate in Dislocated Worker services or the employer is unengaged. In that case, the SRRT sends the Small Layoff Referral Broadcast Bulletin referring the layoff to service providers using formula funding.

- **A Project** occurs when the layoff involves 50 or more people who are likely to participate in the program from a given dislocation event. A dislocated worker is likely to participate if they have completed a survey provided by the SRRT and indicated interest in receiving services.

When project or formula status is not immediately clear, the SRRT considers the following factors:

- How many dislocated workers are likely to participate in the program; the higher the participation rate indicated by survey responses, the more likely a project will be necessary and successful;
- How much advance time exists between the announcement of layoffs and the first actual layoff date; the greater the time, the more likely a project can begin with a full Planning and Selection Committee process;
- How much cooperation the SRRT has from the business; the greater the cooperation, the more support a project will receive;
- If there are multiple layoff dates, how far apart they are and whether they involve similar workers, occupations, or locations; the weaker the ties, the less opportunity to treat the groups as one population under a single project; and
- Whether any special circumstances make a compelling case for a determination either way.

In any case where these factors are considered, the SRRT may consult the affected Local Workforce Development Area, document that area's preference and the rationale for the final determination, and be prepared to defend and explain more complicated determinations if challenged by a Local Area or other service provider.

Facilitation

The SRRT may facilitate up to three activities during a dislocation event:

- **Layoff aversion assistance** to the employer, working through the Early Warning Network to identify layoff aversion opportunities and coordinate customized strategies under DEED's separate [Layoff Aversion](#) Policy;
- **Group information meetings** for the employer and its workers; and
- **The Planning and Selection Committee** or, in a no-compete situation, the **Advisory Committee** process for a Mass Layoff Project.

Group information meetings. If a layoff cannot be averted, the SRRT provides group information meetings to workers as quickly as possible, coordinating with any labor organization representing the affected workers, through one of the following means, in order of preference:

- A cooperative employer gives permission for on-site, virtual, or other worker-convenient meetings before the layoff date;
- A layoff has been announced or has occurred, and meetings can be arranged with the help of a cooperative employer; or
- A layoff has occurred or the employer is not cooperative, so meetings occur at the best available location.

When scheduling meetings, the SRRT continues to inform the Early Warning Network and, through GovDelivery, informs additional stakeholders, such as:

- Internal partner staff;
- Local partners, including local elected officials, and any labor organization representing the affected workers; and
- The Dislocated Worker Grants team and other service providers and program partners, at the discretion of the SRRT.

In deciding who is invited, the SRRT considers what job seekers immediately need at the meeting, how many parties the business wishes to host at a worksite meeting, and whether a competitive process may result from the size of the event. No service provider should be present at information meetings for an event where it is likely they would end up competing for a project with providers who have not had similar access to the workers.

Planning and Selection Committee. If a project is likely or certain, the SRRT is responsible for facilitating the formation of a Planning and Selection Committee, the primary vehicle for selecting a service provider through the competitive process. Within 24 hours of determining that a dislocation event could result in a Mass Layoff Project, the SRRT informs all service providers of the potential project through the Mass Layoff Competitive Bid Request Broadcast Bulletin. The committee, composed of volunteers from the affected workforce and, where appropriate, human resources and union representatives, reviews interested providers and selects one to serve the affected workers. Additional detail on the competitive process appears in DEED's Mass Layoff Projects and Competitive Process policy.

Advisory Committee. Where a Mass Layoff Project is a no-compete situation, because the affected Local Workforce Development Area or a Small Layoff Independent Grantee is the known service provider, the SRRT facilitates an Advisory Committee in place of the competitive selection. The Advisory Committee parallels the Planning and Selection Committee and is similarly composed of volunteers from the affected workforce and, where appropriate, human resources and union representatives, but because no provider selection is required, it advises on and helps guide the planning and delivery of services to the affected workers.

RAPID RESPONSE SUPPLEMENTARY FUNDING

DEED Rapid Response Funding

Minnesota operates both a federally funded Dislocated Worker program under WIOA Title I and a state-funded Dislocated Worker program. The state Dislocated Worker program is authorized under [Minnesota Statutes 116L.17](#) and funded through the Workforce Development Fund, which is financed by a special assessment on employers (the Workforce Development Assessment) levied at 0.10 percent of taxable wages under [Minnesota Statutes 116L.20](#), collected together with state unemployment insurance taxes. Rapid Response activities may be supported through federal WIOA funds, state Dislocated Worker funds, or both, consistent with the requirements applicable to each source.

Under [WIOA Section 133\(a\)\(2\)](#), a State may reserve up to 25 percent of its Dislocated Worker allotment for Rapid Response activities. DEED reserves and allocates Rapid Response funds consistent with its approved WIOA state plan and its annual funding instructions to Local Areas. These funds are used only for the required and allowable Rapid Response activities described in WIOA Sections 3(51) and [134\(a\)\(2\)\(A\)](#), including layoff aversion. Where a Local Area demonstrates that a dislocation event exceeds its capacity to respond with existing resources, DEED may provide additional assistance under [20 CFR 682.350](#), subject to the availability of funds. Where state Rapid Response funds are not available and a Local Area demonstrates need, DEED and the Local Area will explore other funding, including a National Dislocated Worker Grant.

National Dislocated Worker Grant Funding

National Dislocated Worker Grants (DWGs) are discretionary grants awarded by the Secretary of Labor under [WIOA Section 170](#) to provide employment-related services for dislocated workers. The Department funds two types of DWGs:

1. Employment Recovery DWGs, which temporarily expand capacity to serve dislocated workers following a major economic dislocation, such as a plant closure or mass layoff, that cannot be accommodated with WIOA formula funds or other existing resources; and
2. Disaster Recovery DWGs, which allow for the creation of disaster-relief employment to assist with clean-up and recovery efforts following a qualifying emergency or major disaster, along with the provision of employment and training activities.

DEED encourages Local Areas to explore applying for DWGs in appropriate circumstances and may support the development of a DWG application as needed. Consistent with [20 CFR 687.140](#), DEED ensures that the affected Local Workforce Development Areas are involved in the planning for National Dislocated Worker Grant applications, using information collected through Rapid Response activities. Additional information appears in [20 CFR Part 687](#) and in [Training and Employment Guidance Letter \(TEGL\) 09-24](#), as amended.

Authority: [WIOA sec. 133\(a\)\(2\)](#); [WIOA sec. 170](#); [20 CFR 682.350](#); [20 CFR Part 687](#); [20 CFR 687.140](#).

REPORTING

Minnesota records Rapid Response activity in two systems. The State Rapid Response Team records all activity around a layoff or dislocation event in Salesforce, its stand-alone customer relationship management (CRM) system, while certified Dislocated Worker service providers record information on the customers involved in the event in Workforce One (WF1), Minnesota's system of record for the Dislocated Worker program.

Rapid Response Activity in Salesforce

The State Rapid Response Team records all Rapid Response and layoff activity in Salesforce, DEED's stand-alone CRM system and the SRRT's system of record for dislocation events and employer engagement. Salesforce records include the event identification and classification, employer and worksite information, event dates and status, the number of workers affected, the source and timing of notice, layoff aversion strategies pursued, group information meetings and other Rapid Response services delivered to the employer and its workers, and the communications and contacts associated with the event. The SRRT records this information in a complete and timely manner so that Rapid Response and layoff activity can be tracked, coordinated, and reported statewide.

Participant Reporting in Workforce One (WF1)

Certified Dislocated Worker service providers record information on the customers involved in a layoff or dislocation event in Workforce One (WF1). WF1 participant records include the enrollment and service data required to determine eligibility, to document the basic career, individualized career, and training services provided to affected workers, and to support WIOA performance reporting. Accurate and timely data entry in WF1 is essential, because Dislocated Worker allocations and program performance depend on the completeness and accuracy of these records.

Additional Reporting

The SRRT identifies affected workers and their service needs using the worker list provided by the employer and the Rapid Response Surveys that participants complete at group information meetings, rather than a sign-in sheet. The worker list and completed surveys support follow-up outreach, connection to CareerForce and Dislocated Worker services, and the determination of the number of workers likely to participate. Information captured in Salesforce and WF1 is used, as applicable, to meet federal and state Rapid Response and Dislocated Worker reporting requirements.

Data Validation and Performance Reporting

The SRRT and service providers ensure that the Rapid Response and Dislocated Worker data submitted for federal and state reporting are valid and reliable. Rapid Response reporting is carried out consistent with [20 CFR 682.360](#), under which the State reports on Rapid Response activities as directed by the USDOL, and with USDOL data validation and performance reporting guidance, including [TEGL 23-19, Change 3](#). DEED maintains procedures to validate the accuracy and reliability of reported data, to document data sources, and to correct errors identified through validation or monitoring. The SRRT records Rapid Response and layoff activity in Salesforce promptly, and no later than five business days after an event or a significant update. Certified service providers enter participant data in Workforce One within the timeframes required by DEED's Workforce One (WF1) data-entry guidance. Timely entry ensures that records are complete, current, and available for validation and timely performance reporting.

Authority: [20 CFR 682.360](#); [TEGL 23-19, Change 3](#); [TEGL 07-18](#).

Public WARN Notice Report

DEED publishes the WARN notices it receives and summary reports of plant closings and mass layoffs, updated regularly and available to the public on DEED's [Layoff and Business Closure Resources](#) page. The [Minnesota WARN](#)

[Notices](#) list provides the individual notices DEED receives, and the [Plant Closings/Mass Layoffs/WARN Summary Reports](#) provide aggregated summary data. Workforce partners use these to anticipate and plan Rapid Response services; employers and workers use them to understand notice activity in the state; and members of the press and the public use them to track layoff and closure activity. Publishing this information supports transparency and early awareness of dislocation events across Minnesota.

Data Privacy and Confidentiality

Rapid Response involves the collection and handling of personally identifiable information (PII) about affected workers, including worker lists, the names, addresses, and occupations reported under [Minnesota Statutes 116L.976, subdivision 2](#), and information collected through worker surveys. The SRRT, LWDAs, and service providers must safeguard this information consistent with the [Minnesota Government Data Practices Act \(Minnesota Statutes Chapter 13\)](#), the federal requirement to safeguard protected PII at [2 CFR 200.303](#), and USDOL guidance on the handling and protection of PII (TEGL 39-11). PII must be collected, used, stored, transmitted, and shared only as necessary to carry out Rapid Response and Dislocated Worker program functions, and access must be limited to authorized staff. When Rapid Response or layoff information containing PII is shared with local Rapid Response liaisons, LWDBs, or service providers, it is transmitted by secure means, limited to what each partner needs to carry out its role, and handled by the partner subject to the same safeguards. Business and employer information that a company identifies as confidential is treated as confidential until a potential layoff becomes an actual dislocation event or a WARN notice is received, as described in the Communication portion of the Rapid Response Process.

Authority: [Minnesota Statutes Chapter 13](#); [2 CFR 200.303](#); [TEGL 39-11](#).

MONITORING AND RECORD RETENTION

Internal Controls and Policy Review

Consistent with [2 CFR 200.303](#), DEED maintains effective internal control over the federal award to provide reasonable assurance that Rapid Response and Dislocated Worker activities are managed in compliance with federal statutes, regulations, and the terms and conditions of the award. DEED complies with applicable federal and state law and award terms, evaluates and monitors its own compliance, and takes prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings. DEED's internal controls are consistent with the Standards for Internal Control in the Federal Government issued by the Comptroller General of the United States and the Internal Control Integrated Framework issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

Policy review and revision. The SRRT Director owns this policy and is responsible for its review; the SRRT Coordinator/Supervisor maintains the review schedule and record. The SRRT reviews this policy at least annually, and promptly after new federal statutes, regulations, or USDOL guidance, including [TEGL 19-16](#), and documents the date and outcome of each review. Revisions are prepared by the SRRT, approved by the CareerForce Division, and reissued through the DEED Directives and Policies system with a new issuance number and effective date. The SRRT communicates material changes to CareerForce Division staff, the LWDBs and their designated liaisons, and Rapid Response partners. Updated versions supersede prior Rapid Response guidance on the same subject.

Training. DEED provides training on this policy to Rapid Response staff and to LWDB and local area partners, covering notification and coordination, roles and responsibilities, data and reporting standards, PII safeguards, and record retention, and retains the training materials, agendas, and attendance records.

Authority: [2 CFR 200.303\(a\) through \(d\)](#); [TEGL 19-16](#).

Monitoring

The USDOL may conduct fiscal and programmatic monitoring of Rapid Response activities. DEED conducts fiscal and programmatic monitoring of Rapid Response projects and subawards to ensure that subrecipients follow this policy and meet expectations, including nondiscrimination and equal opportunity provisions. Monitoring may include desk and on-site reviews. The failure of DEED to supervise, evaluate, or provide guidance and direction does not relieve a grantee of any liability to comply with the terms of its grant or award agreement.

Record Retention

In accordance with the Uniform Guidance at [2 CFR Part 200](#), DEED requires Local Areas and service providers to retain Rapid Response fiscal and programmatic records for at least three years from the date on which the final cost report charged to a program year's allotment is submitted, or until all audit and litigation issues are resolved, whichever is later. If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

DEED and its subrecipients make Rapid Response and Dislocated Worker records accessible for audits, examinations, and monitoring by authorized representatives of the USDOL, DEED, and other officials as required, consistent with [2 CFR 200.336](#).

WARN notices. WARN notices that the SRRT receives as the State dislocated worker unit under the federal [WARN Act, 29 U.S.C. 2101 et seq.](#), and its implementing regulations at [20 CFR Part 639](#), are records of the Rapid Response program. The WARN Act and 20 CFR Part 639 establish the notice requirement but do not prescribe a separate retention period; accordingly, the SRRT retains WARN notices and related records for at least three years under [2 CFR 200.334](#), extended as necessary until any related audit or litigation is resolved. Because the WARN Act does

not contain its own federal statute of limitations and enforcement actions borrow the most closely analogous state limitations period, the SRRT retains WARN notices for a period sufficient to support any related inquiry.

Authority: [2 CFR 200.334 through 200.337](#), including [2 CFR 200.336](#); [20 CFR 683.220](#); [WARN Act, 29 U.S.C. 2101 et seq.](#); [20 CFR Part 639](#).

EQUAL OPPORTUNITY AND ACCESSIBILITY

It is DEED's policy that all persons have equal opportunity and access to services and facilities without regard to race, color, creed, religion, national origin (including limited English proficiency), sex, gender identity, sexual orientation, marital status, disability, age, public assistance status, genetic information, veteran status, or political affiliation or belief, consistent with [WIOA Section 188](#), [29 CFR Part 38](#), the [Minnesota Human Rights Act \(Minnesota Statutes Chapter 363A\)](#), and applicable federal and state law. Rapid Response services, materials, and meetings must be provided in a manner that is accessible to individuals with disabilities and to individuals with limited English proficiency, and service providers are responsible for securing the accommodations and language access supports that participants need. This policy is administered consistent with DEED's and CareerForce's equal opportunity and language access commitments.

Authority: [WIOA sec. 188](#); [29 CFR Part 38](#); [Minnesota Statutes Chapter 363A](#).

Priority of Service for Veterans and Eligible Spouses

Consistent with the Jobs for Veterans Act (JVA), 38 U.S.C. 4215, veterans and eligible spouses receive priority of service in Rapid Response and Dislocated Worker services and in other employment and training programs funded in whole or in part by the USDOL and delivered in connection with a dislocation event. Priority of service means that a covered person is identified at the point of entry and given access to services earlier in time than a non-covered person or, where resources are limited, is given precedence. The SRRT, CareerForce, and service providers implement priority of service in coordination with DEED and CareerForce Veterans Employment Services staff.

Authority: [JVA, 38 U.S.C. 4215](#); [20 CFR Part 1010](#); TEGL 10-09.

GRIEVANCES AND COMPLAINTS

DEED maintains procedures for the filing and resolution of grievances and complaints arising in connection with Rapid Response and Dislocated Worker activities. Program complaints, including complaints alleging a violation of WIOA Title I requirements, are handled through the grievance and complaint procedures at [20 CFR Part 683, Subpart F](#) (including [20 CFR 683.600](#)). Complaints alleging discrimination on a basis prohibited under WIOA Section 188 are handled through the equal opportunity complaint procedures at [29 CFR Part 38](#). The SRRT, LWDAs, and service providers inform affected workers and employers of the availability of these procedures and refer complaints to the appropriate DEED contact.

Authority: [20 CFR Part 683, Subpart F](#); [29 CFR Part 38](#); [WIOA sec. 188](#).

REFERENCES

Law

- [Workforce Innovation and Opportunity Act \(WIOA\)](#), 29 U.S.C. 3101 et seq.;
- [Worker Adjustment and Retraining Notification \(WARN\) Act of 1988](#), 29 U.S.C. 2101 et seq.;
- [Jobs for Veterans Act, priority of service](#), 38 U.S.C. 4215;
- [Minnesota Statutes 116L.976, Early Warning System](#);
- [Minnesota Statutes 116L.17, Minnesota Dislocated Worker Program](#), including subdivision 10;
- [Minnesota Statutes 116L.20, Workforce Development Fund](#);
- [Minnesota Statutes Chapter 363A, Minnesota Human Rights Act](#); and
- [Minnesota Statutes Chapter 13, Minnesota Government Data Practices Act](#).

Regulation

- [2 CFR Part 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [20 CFR Part 639](#), Worker Adjustment and Retraining Notification;
- [20 CFR Part 682, Subpart C](#), Rapid Response Activities (20 CFR 682.300 through 682.370);
- [20 CFR Part 683, Subpart B](#), Administrative Rules, Costs, and Limitations;
- [20 CFR Part 683, Subpart F](#), Grievance Procedures, Complaints, and State Appeals Processes;
- [20 CFR Part 687](#), National Dislocated Worker Grants;
- [20 CFR Part 1010](#), Priority of Service for Covered Persons; and
- [29 CFR Part 38](#), Nondiscrimination and Equal Opportunity under WIOA.

United States Department of Labor Guidance

- [TEGL 09-24](#), National Dislocated Worker Grant Program Guidance and Application Information, as amended;
- [TEGL 19-16](#), Guidance on Services provided through the Adult and Dislocated Worker Programs under WIOA and the Wagner-Peyser Act Employment Service;
- [TEGL 07-18](#), Guidance for Validating Jointly Required Performance Data Submitted under WIOA;
- [TEGL 23-19, Change 3](#), on data validation and performance reporting under WIOA;
- [TEGL 39-11](#), Guidance on the Handling and Protection of Personally Identifiable Information (PII);
- [TEGL 10-09](#), Implementing Priority of Service for Veterans and Eligible Spouses in DOL-funded Job Training Programs;
- [Training and Employment Notice \(TEN\) 31-11](#), The Rapid Response Framework, and [TEN 32-11](#), Rapid Response Self-Assessment Tool; and
- [TEN 09-12](#), Layoff Aversion in Rapid Response Systems.

ATTACHMENTS

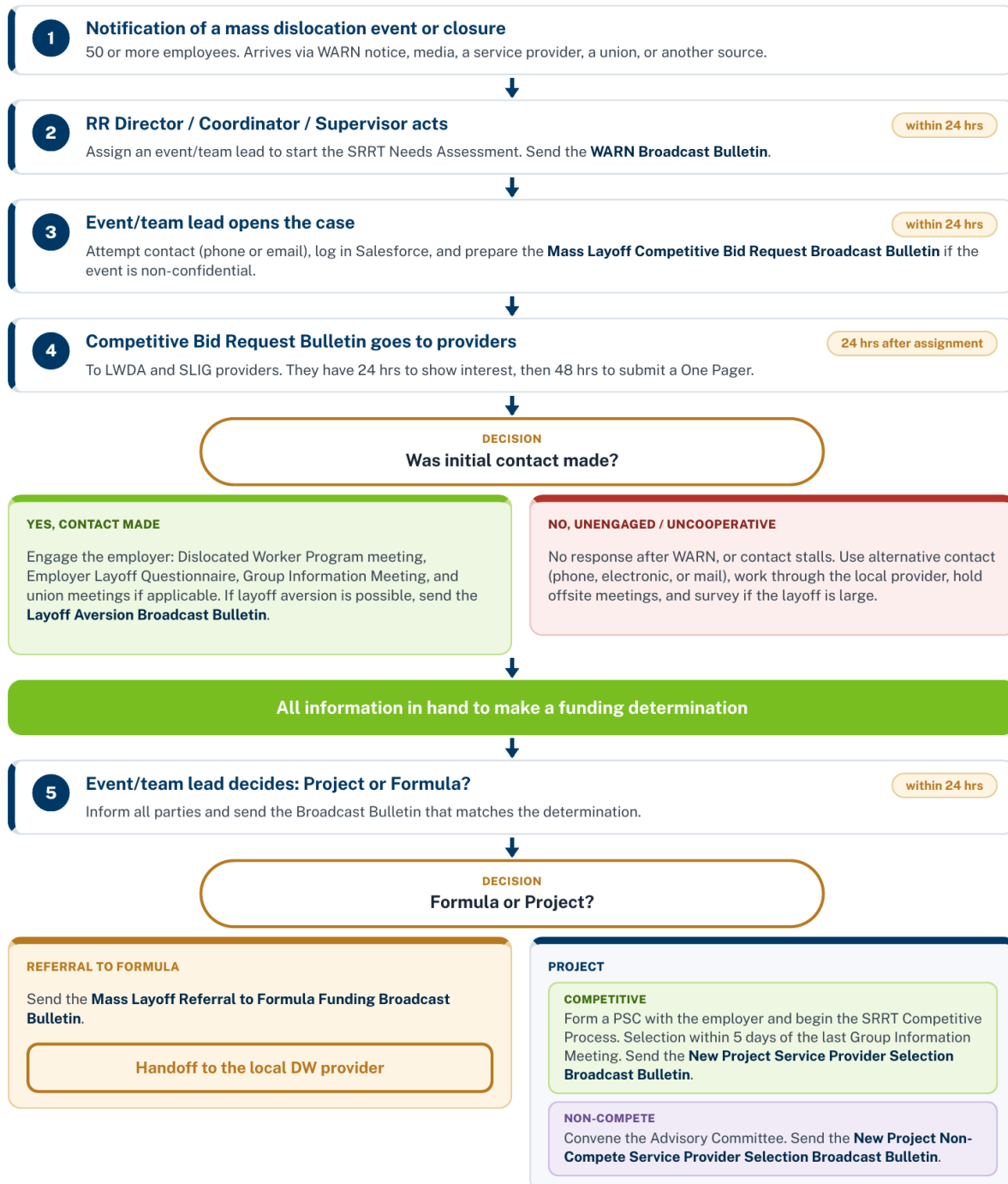
The following attachments are maintained by the SRRT and issued with this policy:

- Attachment 1: Flow Chart of the Rapid Response Process;
- Attachment 2: Employer Layoff Questionnaire;
- Attachment 3: Rapid Response Supplementary Funding Request; and
- Attachment 4: CareerForce locations map and Workforce Development Area board directors list.

Attachment 1: Flow Chart of the Rapid Response Process

Flow Chart of Basic State Rapid Response Process

Minnesota DEED, State Rapid Response Team. Illustrative guide to typical procedure, not strict policy.



Fewer than 50 affected routes via the Small Layoff Referral Broadcast Bulletin, outside this flow.

Attachment 2: Employer Layoff Questionnaire



EMPLOYER LAYOFF QUESTIONNAIRE

Company Information

Company Name: _____

Address: _____

Parent Company Name (if applicable): _____

Address: _____

Is this company/organization owned by one of the following:

☐

Woman Owned

☐

Person with a Disability

☐Veteran or current member of the
US Military☐

Person of Color

☐

Native American

Contact Name: _____ Title: _____

Phone Number: _____ Email Address: _____

Products produced or services provided:

Layoff Information

Reason for the layoff or closure: ☐ TAA ☐ Federal Impact ☐ AIIs this layoff related to increased imports or shifts in production outside of the United States? ☐ Yes ☐ No

Layoff/closure Date(s): _____ Employee Notification Date: _____

Will you be sending Rapid Response a WARN or give the employees another type of paid notice? ☐ Yes ☐ No

If yes, list date of notice period: From: _____ To: _____

Will you keep the employees on the job until the end of the notice period? ☐ Yes ☐ No

Job titles/occupations affected:

How many employees being laid off are veterans?

Number of permanent employees being laid off?

Do you employ any workers through a Staffing Agency? ☐ Yes ☐ No

If yes, how many? _____ Number over 32 hours/week: _____ Number under 20 hours/week: _____

If you employ workers through a staffing agency, please list the company name and contact information:

Do you employ any seasonal or migrant farmworkers? ☐ Yes ☐ No

If yes, how many? _____

Do you employ any workers in the U.S. on a H2B or H2A Visa? ☐ Yes ☐ No

CareerForce Division-Rapid Response Team



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Number of employees who have been employed by your company/organization for less than 6 months: _____

Do you expect to recall the employees? ☐ Yes ☐ No

If yes, do you expect the recall to be permanent or temporary? _____

Please list the recall timeline: _____

Union(s) representing the employees? ☐ Yes ☐ No If yes, union name(s) and contact(s) information: _____

Are you providing the employees with any non-cash benefits (e.g. health insurance)? ☐ Yes ☐ No

If yes, when do they end? _____ Specify which kind of benefits: _____

Will accrued vacation pay, PTO and/or sick pay be paid out upon layoff/closure? ☐ Yes ☐ No

If yes, when do they end? _____ Specify which kind of payout: _____

Will the company/organization be paying the employees severance? ☐ Yes ☐ No

If yes, will it be paid out in a lump sum? ☐ Yes ☐ No

If yes, provide a payment schedule: _____

Will any other special payments be made to the employees because of the layoff (e.g. bonuses (retention or otherwise), cash for COBRA, supplemental unemployment compensation (sub-pay))? ☐ Yes ☐ No

If yes, list the name of payment, formula, and/or reason: _____

Did the company or a predecessor pay into a pension, 401K, or other annuity for the employees? ☐ Yes ☐ No

If yes, please explain: _____

Do employees have an option to avoid layoff by exercising seniority or transferring? ☐ Yes ☐ No

If yes, please explain: _____

Is the company/organization providing outplacement services for employees? ☐ Yes ☐ No

If yes, please provide the name of the outplacement firm and a contact: _____

Please provide an estimation of the following:

Wages/salary: _____ Average length of employment: _____

Average Age: _____ Training/education levels: _____

What kind of preparations should we have for accommodations?

☐ Wheelchair access ☐ Interpreter (list language(s) needed): _____ ☐ Access to print (e.g. Braille, audio or electronic): _____

Have employees been on a Shared Work Plan within the past year? ☐ Yes ☐ No

Did your company/organization experience layoffs/furloughs in the past years? ☐ Yes ☐ No

Employer Layoff Questionnaire

2

[illegible]

Attachment 3: Rapid Response Supplementary Funding Request



Requests for Supplemental Funding to Serve Small Layoffs - Written Narrative

Provider Name: [provider name]

Submission Date: [date]

Funding Stream: [funding stream]

We recommend completing the Supplemental Funding Request Worksheet (Excel doc) before answering the questions below. Please make sure the financial information reported in the Worksheet matches what you report below.

Amount of Funding Requested:	Number of <u>Additional</u> Participants Served:
Total Allocation:	Total Number of Participants Served:

Statutory Requirements:

1. The number of substantial layoffs to date:
2. Notices of substantial layoffs for the remainder of the fiscal year:
3. Evidence of declining industries:
4. The number of permanently separated individuals applying for unemployment benefits by workforce development area:
5. The number of individuals exhausting unemployment benefits by workforce development area:



Demonstrated Need vs. Plan

Based on the financial information reported in the Worksheet (Excel doc), please answer the questions below:

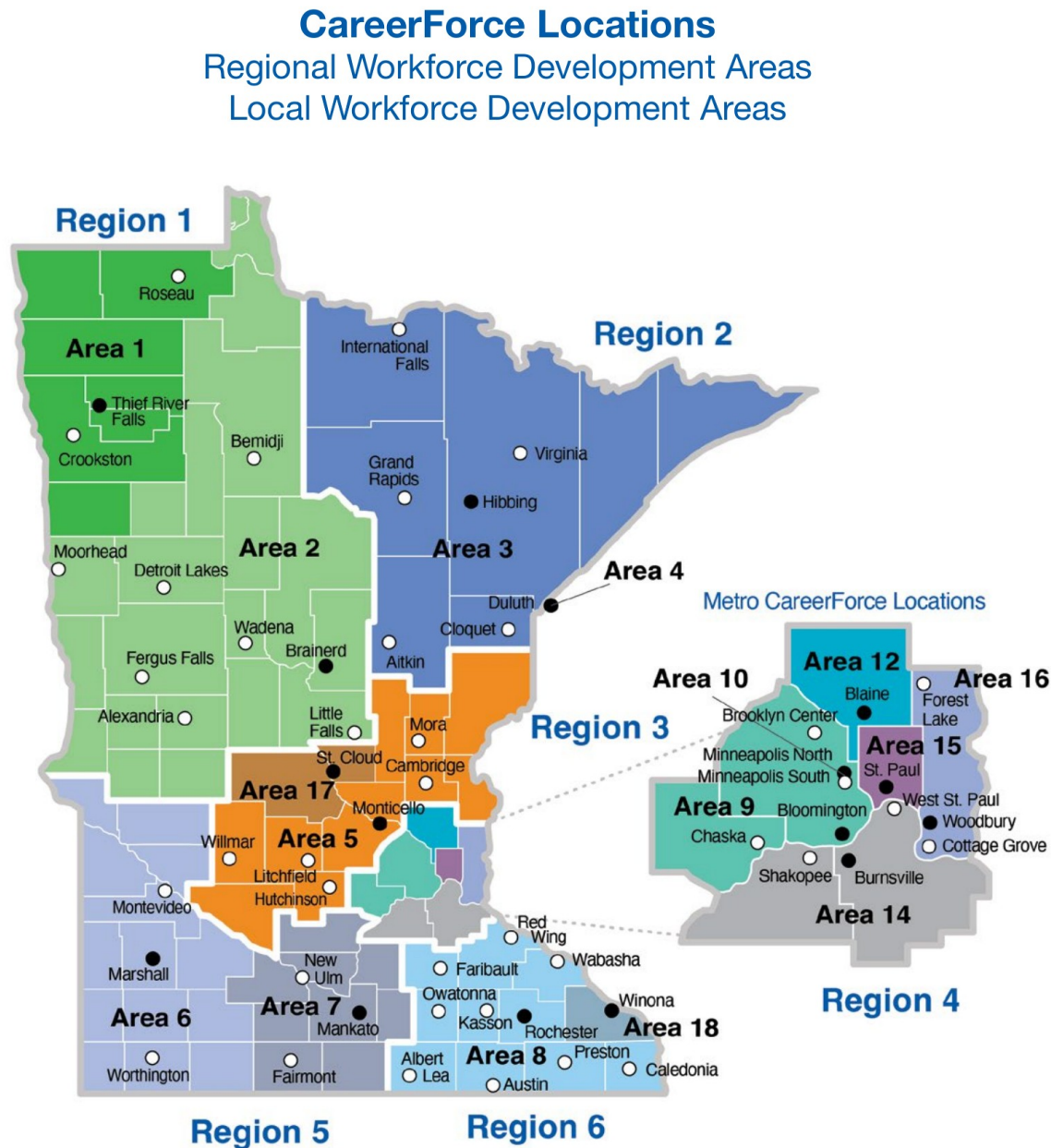
Evaluation Guideline	Actual Value	Meets Criteria? (Y/N)
At least 80% of total planned participants for SFY22 have been enrolled at the time of the request:		
At least 70% of total grant funds for SFY22 are obligated or expended:		
At least 90% of total funds for SFY21 are expended or obligated at the time of the request:		
Not to exceed \$4,500 average cost per participant:		

Previous Requested MJSP Supplemental Funding

Amount Requested	Date Requested	Approval Date, if applicable

Reminder: Requests must be received by DEED staff at least 30 days prior to the Board meeting date.

Attachment 4: CareerForce Locations Map and Workforce Development Area Board Directors



Snap to search all CareerForce locations and view detailed information for each location

CareerForce.MN.gov/locations

3/2026

CareerForce

Minnesota's Workforce Development Area/Workforce Development Board Directors

WDA 1 – Northwest PIC

INTER-COUNTY COMMUNITY COUNCIL
John Preuss – Employment & Training Director
jpreuss@intercountyycc.org
1301 Highway One E
Thief River Falls, MN 56701
Phone: 218-683-8074 Fax: 218-683-5461
Counties Served: Kittson, Marshall, Norman, Pennington, Polk, Red Lake, Roseau

WDA 2 – Rural Minnesota CEP

RURAL MINNESOTA CONCENTRATED EMPLOYMENT PROGRAM, INC.
Tina Jaster, LSW – Executive Director
tinaj@rmcep.com
803 Roosevelt Ave
Detroit Lakes, MN 56502-1108
Phone: 218-847-0720
Counties Served: Becker, Beltrami, Cass, Clay, Clearwater, Crow Wing, Douglas, Grant, Hubbard, Lake of the Woods, Mahnommen, Morrison, Otter Tail, Pope, Stevens, Todd, Traverse, Wadena, Wilkin

WDA 3 – Northeast Minnesota

JET – NORTHEAST MINNESOTA OFFICE OF JOB TRAINING
Marie Domiano – Executive Director
marie.domiano@nemojt.org
820 9th St N, Suite 240
Virginia, MN 55792
Phone: 218-735-6102 Fax: 218-741-5424
Counties Served: Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, St Louis

WDA 4 – City of Duluth

DULUTH WORKFORCE DEVELOPMENT
Elena Foshay – Director
efoshay@duluthmn.gov
402 1st St W
Duluth, MN 55802
Phone: 218-730-5241 Cell: 218-590-8277
Fax: 218-730-5952
Serves: City of Duluth

WDA 5 – Central Minnesota

CENTRAL MINNESOTA JOBS & TRAINING SERVICES
Dina Wuornos – Executive Director
dwuornos@cmjts.org
406 7th St E PO Box 720
Monticello, MN 55362
Phone: 763-271-3715 Fax: 763-271-3701
Counties Served: Chisago, Isanti, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Pine, Renville, Sherburne, Wright

WDA 6 – Southwest Minnesota

SOUTHWEST MINNESOTA PRIVATE INDUSTRY COUNCIL
Carrie Bendix – Executive Director
cbendix@swmnpic.org
607 Main St W
Marshall, MN 56258
Phone: 507-476-2188 Fax: 507-537-6362
Counties Served: Big Stone, Chippewa, Cottonwood, Jackson, Lac Qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Rock, Swift, Yellow Medicine

WDA 7 – South Central

SOUTH CENTRAL WORKFORCE COUNCIL
Heather Gleason – Executive Director
hgleason@workforcecouncil.org
706 Victory Dr N
Mankato, MN 56001
Phone: 507-345-2418 Fax: 507-345-2414
Counties Served: Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca, Watonwan

WDA 8 – Southeastern Minnesota

WORKFORCE DEVELOPMENT, INC.
Jinny Rietmann – Executive Director
jrietmann@wdimn.org
2070 College View Rd E
Rochester, MN 55904
Phone: 507-292-5165 Fax: 507-292-5173
Counties Served: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha

WDA 9 – Hennepin-Carver

HENNEPIN-CARVER WORKFORCE DEVELOPMENT BOARD
Erik Aamoth – Director
erik.aamoth@hennepin.us
A-400 Government Center 300 South 6th Street
Minneapolis, MN 55487
Phone: 763-258-3002
Counties Served: Carver, Hennepin

WDA 10 – City of Minneapolis

MINNEAPOLIS EMPLOYMENT & TRAINING
Deb Bahr-Helgen – Director
deb.bahr-helgen@minneapolismn.gov
505 Fourth Avenue South, Suite 320
Minneapolis, MN 55415
Phone: 612-673-6226 Fax: 612-673-5299
Serves: City of Minneapolis

WDA 12 – Anoka County

ANOKA COUNTY JOB TRAINING CENTER
Lisa Guetzkow – Director
lisa.guetzkow@anokacountymn.gov
1201 89th Ave NE, Suite 235
Blaine, MN 55434
Phone: 763-324-2313
Serves: Anoka County

WDA 14 – Dakota/Scott

DAKOTA – SCOTT WORKFORCE SERVICES
Mark Jacobs – Director
mark.jacobs@co.dakota.mn.us
1 Mendota Rd W, Suite 100
West St. Paul, MN 55118
Phone: 651-554-5622 Fax: 651-554-5709
Counties Served: Dakota, Scott

WDA 15 – Ramsey County

WORKFORCE SOLUTIONS
Catrice O'Neal – Director
catrice.oneal@co.ramsey.mn.us
2266 2nd Street North
North St. Paul, MN 55109
Phone: 651-707-2172
Serves: Ramsey County

WDA 16 – Washington County

WORKFORCE & VETERAN SERVICES
Ryan Selock – Division Manager
ryan.selock@washingtoncountymn.gov
1261 Woodlane Drive
Woodbury, MN 55125
Phone: 651-275-8650 Fax: 651-275-8682
Serves: Washington County

WDA 17 – Stearns/Benton

CAREER SOLUTIONS
Tammy Stark – Executive Director
Tammy.Stark@csjobs.org
1542 Northway Dr
St. Cloud, MN 56303
Phone: 320-308-5320
Counties Served: Benton, Stearns

WDA 18 – Winona County

WINONA COUNTY WORKFORCE COUNCIL
Kevin Cardille – Executive Director
winonawdb@gmail.com
1250 Homer Rd, Suite 200
Winona, MN 55987
Phone: 507-951-5654
Serves: Winona County

Minnesota Association of Workforce Boards

Cate Duin, Director
cduin@mncounties.org
125 Charles Avenue
Saint Paul, Minnesota 55103
Office: 651-789-4323