



**WILLAMETTE WORKFORCE**  
PARTNERSHIP  
**LAYOFF ASSISTANCE**

Revised: April 2, 2024

Policy: P10

## PURPOSE

The purpose of this policy is to guide the provision and implementation of layoff assistance activities funded through the Workforce Innovation and Opportunity Act (WIOA).

## REFERENCES

Code of Federal Regulations 20 CFR 682.320-370  
Code of Federal Regulations 20 CFR 682.350  
Training and Education Guidance Letter (TEGL) 19-16  
WIOA Sec. 133 (a)(2)  
WIOA Sec. 134 (2)(A)  
WIOA Sec. 3 (63)(b)

## POLICY

Willamette Workforce Partnership (WWP) and its sub-recipients will comply with the Higher Education Coordinating Committee Office of Workforce Investments (HECC-OWI) policy and state-issued guidance for layoff assistance activities. These activities include Rapid Response, Additional Assistance Projects, Gap-Fill Projects, and National Dislocated Worker Grants (DWG).

### Rapid Response

WWP is designated as the entity responsible for executing Rapid Response activities in the local area as quickly as possible following the announcement of a permanent closure, mass layoff, natural disaster, or other disaster resulting in a mass job dislocation. In Oregon, a mass layoff is one that affects 10 or more workers. Rapid Response shall be provided under the following circumstances:

- Notification of permanent closure, regardless of the number of workers
- Filing of a Worker Adjustment and Retraining Notification Act (WARN) notice
- Notification of a mass layoff
- A mass job dislocation due to a disaster
- Filing of a Trade Adjustment Assistance (TAA) petition

In response to such events, WWP will take immediate action and designate a Local Area Rapid Response Coordinator to oversee the execution of Rapid Response activities. The coordinator's contact information will be provided to the Office of Workforce Investments (OWI) and kept up to date to ensure continuous communication.

The Local Area Rapid Response Coordinator shall register to receive WARNs and maintain access to the Oregon Rapid Response Activity Tracking System (ORRATS). All activities and communications concerning layoffs will be documented accurately and promptly in ORRATS within 3 working days of notification.

If the affected workforce is unionized, the Local Area Rapid Response Coordinator will liaise with the state workforce labor liaison to ensure union representatives are involved in planning and executing



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Rapid Response activities. This collaboration will respect the effects of bargaining and other union-led initiatives.

The Local Area Rapid Response Coordinator will organize Rapid Response Information Sessions to disseminate crucial information to affected workers. The sessions will cover available resources and reemployment services and include agenda items pertinent to union involvement when applicable. Further, WWP will ensure that services are coordinated with all relevant partners to provide a comprehensive response.

The sequence of Rapid Response activities includes:

- **Notification of Layoff or Closure:** Upon receiving a formal WARN notice or equivalent information, WWP will coordinate with the Local Area Rapid Response Coordinator and state or local partners to respond.
- **Initial Engagement:** A prompt meeting with company and worker representatives to assess needs and plan appropriate services.
- **Transition Team Formation:** Composed of key stakeholders, including Unemployment Insurance, WorkSource Oregon staff, union representatives (if applicable), and other service providers as applicable.
- **Worker Survey:** Conducted to determine the services most relevant to the affected employees.
- **Information Session Coordination:** Organized to inform employees about available services, including Unemployment Insurance and reemployment assistance.
- **Service Planning:** Using the information gathered, WWP will plan tailored services for affected workers.
- **Employer Feedback:** Follow-up with employers to ascertain if additional services are required.

### **National Dislocated Worker Grants**

For layoffs affecting more than 50 workers and planned participant enrollment levels of more than 25, WWP will apply for a National Dislocated Worker Grant (DWG). DWGs are discretionary grants awarded by the Department of Labor to respond to large, unexpected layoff events causing significant job losses. Under WIOA, WWP may apply for DWG funds when:

- One of the following events occurs:
  - Mass layoff or closure of one or more companies results in the dislocation of 50 or more workers;
  - Two or more companies with the same North American Industrial Classification System (NAICS) experience layoffs. At least one company must have at least 50 affected workers;
  - Multiple small dislocations occur over a period of up to 12 months that have significantly increased the total number of unemployed individuals in a designated regional or local workforce area (The project application must impact at least 50 affected workers);



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- At least 50 or more recently separated veterans do so within 48 months of separation as defined by WIOA section 3(63)(B);
  - An emergency or major disaster is declared by the Federal Emergency Management Agency (FEMA);
  - There is a federal agency declaration that qualifies the event for a DWG; or
  - Circumstances where 50 or more individuals relocate to another area from a disaster area.
- If the event was a closure or layoff, WorkSource Oregon staff conduct Rapid Response activities;
  - For closure or layoff situations, 70% of WWP's Dislocated Worker fund for the previous program year must be expended or allocated;
  - Based on the availability of local resources and the extent of need, staff analysis will determine if a DWG is necessary to ensure services to affected workers.

The decision to apply will be made within 30 days of the event or Rapid Response, whichever occurs later. Applications will be submitted within 120 days of a qualifying event(s).

### **Implementation**

If a DWG is awarded, WWP will implement the grant according to the award terms and conditions. DWG funds will be used solely to assist individuals who are eligible as determined by the grant. Eligible participants will be co-enrolled in appropriate WIOA-funded programs as well as other discretionary grants available at the time of enrollment.

WWP will monitor each DWG to ensure compliance with the discretionary grant award. Monitoring will be conducted in alignment with WWP policies.

### **Veteran's Priority**

DWG is subject to the priority of service to veterans and certain eligible spouses. To obtain priority of service, the veteran must meet the program eligibility requirements for the DWG project and must be a dislocated worker from the approved target population.

### **Gap Fill Funds**

Along with the submission of a DWP application, WWP may apply for Gap Fill funds. Upon approval from the state, Gap Fill funds will be utilized to begin providing services to affected workers while the DWG application is being processed. Participants must be enrolled in both the WIOA Title I dislocated worker program and the Gap-Filled Project.