

**COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM**

Policy Number 01-04

Effective Date: April 4, 2001

Revision #1

Revision Date: April 2010

Title: Process for Additional Funding of Dislocated Worker Activities

PURPOSE

To communicate the Commonwealth's policy regarding the process for distribution of additional funding for dislocated worker services funded by Rapid Response and other non-local formula funding.

REFERENCES

The Workforce Investment Act of 1998 [Title 1, Chapter 5, Section 133 (a)(2) and Section 134 (a)(2)(A) (ii) - Statewide Rapid Response Activities]

POLICY STATEMENT

The Virginia Community College System (VCCS), as state administrative agency for the Workforce Investment Act (WIA), has the responsibility for the distribution and management of the WIA Statewide Rapid Response [25%] funds. This policy is intended to address when and how these funds will be made available to local workforce investment areas impacted by plant closings and major dislocations. Funds will be available on a first-come, first-served basis and will be subject to availability.

This policy shall apply to all Virginia Local Workforce Investment Areas (LWIAs).

RECISIONS

APPROVED

Vice Chancellor, Virginia Community College System

DATE:

Summary of Initial Rapid Response Process

The VCCS has developed a process to manage and respond to mass layoffs, closings and potential closings that precipitate substantial increases in the number of unemployed individuals in a given workforce investment area. This process normally begins with state-coordinated rapid response activities. Upon receipt of notification of a plant closing or substantial/mass layoff, the state rapid response team will notify the Local Workforce Investment Board (LWIB) and the Chief Local Elected Official (CLEO) of the activity. State rapid response staff will work with the affected company to gather information regarding the impacted population. Examples of this data collection include but are not limited to:

- Demographic information
- Job titles
- Salary information
- Service length with the company
- Education levels
- Interest of the workers in accessing services

Using this information, rapid response staff, along with the Local Workforce Investment Board (LWIB) or its designee(s), will develop a plan of action for Rapid Response and other services available from the One Stop Centers, Virginia Community College System, Department of Economic Development and other state and local programs. This plan may include aversion strategies and a schedule to provide onsite services to the laid-off workers by the Rapid Response Team. In developing this plan, it may become apparent that a majority of the targeted population may have serious barriers to re-employment that will require intensive and training services. If this is the case, VCCS staff will work with the local board to determine whether adequate resources exist with the currently available WIA Title I Dislocated Worker funding and other resources (such as the resources of other programs that comprise the Virginia Workforce Network, other community resources, the company or companies, unions etc.) to serve the additional dislocated worker population.

Process to Request Additional Funds

In the event that funds from other sources are not determined sufficient to cover the anticipated cost of the services, the VCCS will consider the awarding of additional funding from state rapid response resources. The WIB will provide a summary outlining the need for additional funds to the VCCS, addressing the points below. (More detailed instructions on submission requirements should be obtained from the Resource Administrator at VCCS).

1. The need for funds must be caused by either a plant closing or major layoff for which the company issued a WARN notification, the closing of an emergency nature where WARN notification was not possible, or be due to a significant increase in the number of unemployed individuals in the area that can otherwise be documented.
2. The need must occur at a time when the affected LWIA's formula funding and other accessible resources are not available or will not become available in the near future and the size of the dislocation must warrant additional funding. Efforts to secure other sources of funding sufficient to meet the need must be documented as unsuccessful.

3. The need must also be based on projections on the levels and types of services necessary, based in part on an assessment of the ability for the target population to be rapidly re-employed prior to intensive and training services and a determination that a large percentage of the affected workforce has barriers to employment.

The VCCS will review the information provided, as well as other relevant documentation including fiscal and participant reports. Factors such as the timing of the layoffs, the size of the dislocation, the needs of the affected workers and the amount of funds available will determine whether the project is funded with Statewide Rapid Response [25%] funds, or a new National Emergency Grant (NEG) funded under WIA or some other federal funding. Once a decision has been made, the Local Workforce Investment Board will be notified in writing. At that time, additional information and/or planning documents may be requested, as appropriate, based upon the selected source of funds.

Rapid Response [25%] funds may be used to provide the same types of intensive services and training opportunities permitted under the formula-funded WIA Title I Dislocated Worker grants. All awards made from the Statewide Rapid Response [25%] funds will be restricted to program funds. No administrative monies will be allocated.

Statewide Rapid Response [25%] funds under WIA and any other grant funds are considered separate from formula funds and will not be added to the WIA Title I Dislocated Worker grant. Therefore, separate fiscal and participant tracking and reporting will be required. Dual enrollments are required where both formula funds and Rapid Response funds are used to provide services to the individual. Participants originally served with rapid response-funded awards may receive services from other sources as they become available, such as the next year's local formula fund allocation. Funds awarded will supplement and not supplant regular WIA formula funding.