It is the responsibility of the MassHire Department of Career Services (MDCS) Rapid Response (RR) Coordinator to make initial contact and offer onsite services prior to business layoff/closings and to formally (Workforce Delivery Area Notice – WDA) or informally (under 50 employees - email) notify the MassHire \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Workforce Board and the MassHire \_\_\_\_\_\_\_\_\_\_\_\_ Career Center(s). The MDCS Rapid Response Team utilizes the MassHire Bizworks Program to partner and collaborate with a range of organizations that can help identify and avert potential layoffs. These partnerships include, but are not limited to: Massachusetts Office of Business Development (MOBD), the U.S. Department of Labor Trade Adjustment Assistance (TAA) for Firms and the Department of Unemployment Assistance (DUA) Incumbent Worker Training and WorkShare Programs. Demographic information is gathered at all downsizing companies to inform appropriate layoff services as well as any action the state may be able to take to assist in the aversion of the layoff. Through job matching and on-site job fairs, MDCS Rapid Response also works with affected employees to assist with transition either to a different job with the same employer or to a new job with a different employer while experiencing minimal or no unemployment.

In accordance with the MOU, the local area is to inform MDCS Rapid Response of any layoffs/closings that are known, and Rapid Response will make the appropriate arrangements, providing the MassHire Career Center (MCC) and the Board with subsequent information as needed. The MDCS Rapid Response Team complies with the Federal Notification Process – Worker Adjustment and Retraining Notification Act (WARN) to inform the Board who then notifies the Chief Elected Officials of the layoff or plant closing. Rapid Response activities are then initiated by the MDCS Rapid Response Coordinator (on staff at the MassHire Career Center) and coordinated with the Mass Hire \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Workforce Board and the MassHire \_\_\_\_\_\_\_\_\_\_\_\_ Career Center(s). MDCS Rapid Response Coordinator will schedule a meeting with the employer and provide information regarding initial employer contact, date of layoff, assist affected dislocated workers, investigate possible layoff aversion strategies, determine labor union involvement, provide company with services and request the scheduling of on‐site company meetings.

MDCS Rapid Response staff and MassHire Career Center staff attend the Regional MassHire BizWorks meetings as well as BizWorks committee meetings, where information and best practices are shared regarding regional layoffs, recruitments, and closings. MDCS Rapid Response and MassHire Career Center staff host Regional MassHire BizWorks meetings that include other MassHire BizWorks partner state agencies who serve the business community.

MassHire BizWorks marketing and training materials are disseminated to MassHire Operations Managers, Business Service Representatives, MassHire Partner Agencies and businesses in the local areas. Once notified by MDCS Rapid Response of an upcoming layoff, a plan is implemented and coordinated among the MassHire Board, the MassHire Career Centers (MCC) and MassHire Rapid Response. The plan may include information/registration sessions at the career center, methods of outreach, listings of impacted persons to contact, and specifics on grant resources available (TRADE, NDWG) and time frames. In addition, the RR team informs the dislocated worker of the process for UI claim, Section 30, severance packages, job search workshops, educational or vocational training caps, and services available at the MCC. The MDCS Rapid Response Team coordinates the gathering of demographics, enters the MOSES & TRADE data entry information obtained from dislocated workers at employee meetings and provides guidance to the employer and/or employees on how to file a TRADE Petition, if applicable.

The MassHire \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Workforce Board will coordinate National Dislocated Worker Grant (NDWG) requests with the Regional Rapid Response Coordinator and the MassHire Department of Career Services Policy and Program Operations Unit.