



POLICY NO. 29

STATE-REQUIRED SURVEYS OF DISLOCATED WORKERS

PURPOSE

To transmit information about the state requirement to conduct surveys of workers affected by significant layoff events that necessitate on-site Rapid Response orientations.

BACKGROUND

In 2003, a state administrative action was established to conduct the surveys described above. WIAD04-22, State-Required Surveys of Dislocated Workers (June 15, 2005), permanently communicates this requirement.

REFERENCES

- WIA Directive WIAD04-9, Dislocated Worker 25 Percent Funding Policy (October 14, 2004).
- WIA Directive WIAD04-22, State-Required Surveys of Dislocated Workers (June 15, 2005).

POLICY AND PROCEDURES

Pursuant to a state administrative decision, recipients of WIA 25 Percent Rapid Response funds must conduct worker surveys in respect to every significant layoff event that necessitates on-site Rapid Response in their service areas, including all events that have been reported pursuant to the Worker Adjustment and Retraining Notification (WARN) Act. The Mendocino County Workforce Investment Board (WIB) defines “substantial layoff” as “the layoff of 1-499 employees who comprise at least 10 percent of the workforce, excluding temporary or intermittent employees and including part-time employees at 20 hours per work or more, or the layoff of 50 or more employees for a single employer (definition adopted by the WIB on June 12, 2002).

The state recommends that these surveys be conducted at the Rapid Response orientation(s). At a minimum, the surveys must determine:

- The number of affected workers who have expressed an interest in receiving WIA-funded services;

- The kinds of services for which the workers have expressed an interest; and
- The number of affected workers who are not interested in WIA-funded services and why.

The recipient may design the dislocated worker survey. A survey example is attached to WIAD04-22 and is available on the EDD website.

The recipient must provide documentation of each survey, together with a statement of the program action that was taken as a result of the findings of the survey, to the LWIA, who will maintain a file of such documentation. The number of workers who have completed a survey is to be reported on the Rapid Response Required Activities On-site Visit Form, Form 121.

The cost of such surveys may be charged to the formula portion of the Rapid Response funding that has been awarded.

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