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(SN – 39)

**WIOA BULLETIN NO. 39-20**

**DATE:** August 25, 2020  
**TO:** Local Workforce Development Boards and WIOA Partners  
**SUBJECT:** Statewide Rapid Response Standard Operating Procedure Manual

**I. Purpose**

This bulletin announces the Rapid Response Standard Operating Procedure (SOP) Manual for use by the Local Workforce Development Boards, the American Job Centers (AJCs), and WIOA partners. The SOP Manual will ensure that rapid response transition assistance activities are carried out in a timely and consistent manner.

**II. Background**

In accordance with the Worker Adjustment and Retraining Notification Act of 1988 (WARN), WIOA Sections 134(a)(2)(A) and 134(c)(2)(A), 20 CFR Part 639, 20 CFR Part 682 Subpart C, HRS Chapter 394B, and HAR Title 12 Subtitle 6 Chapter 506, the Workforce Development Council (WDC) has developed the Rapid Response SOP Manual to implement the Federal and State regulations related to rapid response. When an employer has announced a closure and/or a mass layoff, the workforce development system is designed to respond to such a business event to assist the employer and the employees who are affected by the closure or reduction-in-force. Rapid response promotes economic recovery and vitality by preventing or minimizing the impacts of layoffs and dislocations on workers, businesses, and communities.

**III. Rapid Response SOP Manual**

The scope of the SOP Manual covers the engagement of AJC staff and relevant partners with an employer on transition assistance for employees who are being laid off and need to find new jobs. The procedure covers all of the steps from a notice of closing to the filing of a summary report. The central activity in rapid response transition assistance is to conduct sessions in partnership with the employer that is closing operations. The SOP Manual is in Attachment 1.

**IV. Training**

The WDC will schedule and conduct training sessions for AJC staff and partners to ensure that they understand the SOP Manual, the WARN notice requirements, and roles and responsibilities. An

initial round of training will be scheduled in the next three months and conducted via videoconferencing system (e.g., Zoom or Microsoft Teams).

**V. Rescission**

WIOA Bulletin No. 31-19, Statewide Rapid Response/Layoff Aversion Policies and Procedures, issued July 3, 2019, has been rescinded.

**VI. Inquiries**

Inquiries regarding this bulletin may be directed to David Morihara by e-mail at [david.m.morihara@hawaii.gov](mailto:david.m.morihara@hawaii.gov) or to Edward Uechi by e-mail at [edward.y.uechi@hawaii.gov](mailto:edward.y.uechi@hawaii.gov).

**VII. References**

- Worker Adjustment and Retraining Notification Act of 1988 (WARN), Public Law 100-379
- Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128
- WIOA Section 134(a)(2)(A) and Section 134(c)(2)(A)
- 20 CFR Part 639, Worker Adjustment and Retraining Notification
- 20 CFR Part 682 Subpart C, Rapid Response Activities
- Hawaii Revised Statutes (HRS) Chapter 394B, Dislocated Workers
- Hawaii Administrative Rules (HAR) Title 12 Subtitle 6 Chapter 506, Plant Closing Notification and Dislocated Worker Allowance
- Training and Employment Guidance Letter (TEGL) No. 30-09, *Layoff Aversion Definition and the Appropriate Use of Workforce Investment Act Funds for Incumbent Worker Training for Layoff Aversion Using a Waiver*, June 8, 2010

**VIII. Attachments**

Attachment 1: SOP Manual for Rapid Response in the State of Hawaii, Version 1.2.0

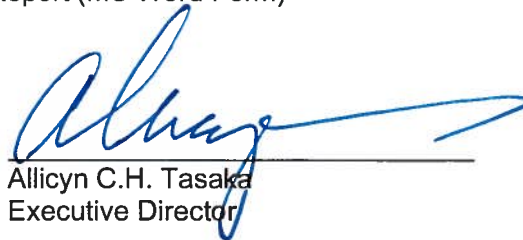
Attachment 2: Rapid Response Business Process

Attachment 3: Dislocated Worker Survey Questionnaire (PDF Version)

Attachment 4: Dislocated Worker Survey Questionnaire (MS Word Form)

Attachment 5: Rapid Response Event Summary Report (PDF Version)

Attachment 6: Rapid Response Event Summary Report (MS Word Form)



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Attachments