

# Responding to Layoffs and Closures: Rapid Response Procedural Guidance for State and Local Layoff Events

REV. 03.2026

**Illinois Department of Commerce and Economic Opportunity Office of  
Employment and Training  
1011 S 2<sup>nd</sup> St. Springfield, Illinois 62704**

# TABLE OF CONTENTS

INTRODUCTION.....	3
CHAPTER 1 – RECEIVING NOTICE OF LAYOFFS OR BUSINESS CLOSURES .....	9
CHAPTER 2 – COORDINATING THE INITIAL MEETING W/ IMPACTED EMPLOYER .....	13
CHAPTER 3 – PROVIDING RR SERVICES & CONDUCTING OUTREACH MEETINGS .....	19
CHAPTER 4 – MANAGEMENT OF SERVICES AND CLOSING LAYOFF EVENTS IN IEBS.....	27
CHAPTER 5 – DEFINITIONS AND RESOURCES.....	30

# INTRODUCTION

## Overview

The Illinois Department of Commerce and Economic Opportunity (Department of Commerce) issues this Rapid Response Procedural Guidance to comply with the requirements of the 20 CFR 685.300, Rapid Response Activities described in 682.300 – 682.370, the Trade Adjustment Assistance Act (Trade) described in 20 CFR 618 and Displaced Energy Worker Bill of Rights described in 20 ILCS 735/10-25.

The procedures have been developed in accordance with the Workforce Innovation and Opportunity Act (WIOA), the [Illinois Worker Adjustment and Retraining \(WARN\) Act](#), the [CEJA Displaced Energy Worker Bill of Rights](#), and the State of Illinois [ePolicy Manual](#) for Local Workforce Programs under WIOA. The appendix provides useful definitions and resources for conducting activities identified in this Rapid Response Procedural Guide. This guide identifies principles and definitions provided by the U.S. Department of Labor (USDOL), Trade and Employment Guidance Letters (TEGLs), Training and Employment Notices (TENSs), and other guidance referenced throughout this document.

## Intended Uses

The U.S. Department of Labor requires the coordination of the workforce, education, and economic development systems through a mandated process called Rapid Response Services. DCEO-OET is the lead for the implementation and coordination of the interagency Rapid Response teams. To present the mandated information properly, the implementation of regional strategies, coordination, communication, and consistency is critical for properly responding to layoffs and business closures and reducing the impact on dislocated workers, employers, and local areas.

The procedures detailed in this guide are intended to provide best practices for all state and local agencies participating in the Rapid Response Process. ***It is recognized that the circumstances of each closing, layoff, or disaster may vary and present unique challenges not anticipated or provided for in these procedures.*** Therefore, this document is a living document, and the procedures herein may be customized to fit the individual circumstances of layoffs or closures, provided departures are justifiable and are being done to maximize the effectiveness of Rapid Response Services for the impacted workers and employers.

## Organization of the Manual

This Rapid Response Procedural Guide is organized into chapters detailing and representing the traditional sequential phases of Rapid Response activities. ***These phases do not have to be linear or done in order; should circumstances dictate otherwise:***

- (1) Receiving Notice of Layoffs or Business Closures
- (2) Coordinating the Initial Meeting w/ the Impacted Employer
- (3) Providing Rapid Response Services & Conducting Workshops
- (4) Management of Services & Closing Layoff Events in IEBS

## Manual Revision Process

Upon a procedural change, the Department of Commerce will issue a notice to partners with updated guidance.

## Key Laws and Policies

The following laws and policies guide the procedures outlined in this manual.

### **Workforce Innovation and Opportunity Act of 2014 (WIOA)**

Rapid Response programs are intended by WIOA to be proactive, strategic, innovative, and, by design, expeditious.

WIOA requires Rapid Response activity in areas affected by disasters, mass layoffs, plant closings, or other events. The overarching goal is to quickly serve companies and workers affected by dislocation events, enabling affected workers to transition to active employment.

Services that may be carried out as a part of Rapid Response activity include:

- The establishment of contact with employers and employee representatives by the Rapid Response team.
- The provision of information and access to available employment and training activities.
- Assistance in establishing a Labor Management Committee (LMC), if desired by labor and management.
- The provision of emergency assistance adapted to the particular closing, layoff, relocation, or disaster.
- The provision of assistance to the local community in developing a coordinated response and in obtaining State economic development assistance.
- If applicable, the Workforce Development Specialist (WDS) or Local Workforce Innovation Area (LWIA) staff will file or assist with filing an online Trade Petition on behalf of the affected workers. The DOL site for filing a petition can be accessed at this link: [Petitioners | U.S. Department of Labor](#)

### **Trade Adjustment Assistance**

The Trade Adjustment Assistance (TAA) Program is a federal program that assists U.S. workers who have lost their jobs or are threatened with separation as a result of foreign trade. In Illinois, the Illinois Department of Commerce OET administers reemployment service, and the training portion of the law, and the Illinois Department of Employment Security (IDES) administers the Trade Readjustment Assistance (TRA) or income support portion of the law. This requires close coordination of services across the LWIAs, OET, and IDES for accurate delivery of services. Procedures are discussed throughout regarding service delivery and coordination for the Trade program.

**On July 1, 2022, the termination provision under Section 285(a) of the Trade Act of 1974, as amended, took effect. Until further notice, the USDOL may not issue any determinations and may not accept any new petitions or requests for reconsideration. Workers who were certified and separated from their job on or before June 30, 2022, may still be eligible for benefits and services and should contact their nearest American Jobs Center. See TEGL 13-21 for more details.**

While new certifications are not being issued, the Trade Rapid Response procedures contained in this manual apply to workers covered under legacy certifications and the filing of petitions that are held for potential program reauthorization.

## **CEJA Displaced Energy Worker Bill of Rights**

The CEJA Displaced Energy Worker Bill of Rights is a provision within Illinois' Climate and Equitable Jobs Act (CEJA), enacted as Public Act 102-0662. It aims to support workers affected by the closure of fossil fuel power plants and coal mines by providing them with timely information and access to various support services. DCEO must engage the employer and energy workers within thirty (30) days of closure or deactivation notice being filed, and ensure displaced workers are educated on various programs and services available through DCEO, including but not limited to the Dislocated Worker and Rapid Response programs. DCEO will provide skills matching, reemployment services, training, work-based learning, and financial and retirement planning to displaced workers, among other services, in line with existing offerings.

## **Federal WARN Act Requirements**

The WARN Act offers protection to workers and their families and communities by requiring employers to provide notice (or pay) of sixty (60) days in advance of covered plant closings and mass layoffs. This notice must be provided, in writing, to the affected workers or their representatives (e.g., a labor union), the state WARN Processing Unit, and the appropriate unit of local government. Generally, all Illinois employers with seventy-five (75) or more full-time employees are required to comply with the requirements of the WARN Act. All full-time hourly and salaried workers are covered.

## Illinois WARN Act Requirements

The Illinois WARN Act requires employers to give a notice (or pay) of sixty (60) days of an upcoming plant closing or mass layoff to employees and their unions, the Department of Commerce's OET, and the Illinois Department of Labor. The Illinois WARN Act resembles the Federal WARN Act but includes some key differences. The [Illinois WARN Act](#) applies to employers with seventy-five (75) or more full-time workers (compared to the federal WARN requirement of one hundred or more full-time workers). The Illinois WARN covers all full-time and salaried employees, except those having worked less than six (6) months in the past year.

**Employers operating fossil fuel power plants or coal mines:** An owner of an investor-owned electric generating plant or coal mining operation may not order a mass layoff, relocation, or employment loss unless, 2 years before the order takes effect (820 ILCS 65/10), the employer gives written notice to the entities listed below.

The following is the definition of a "Mass Layoff" triggering notice requirements:

- Twenty-five (25) or more full-time employees are laid off, if they constitute one-third or more of the full-time employees at the site; or
- Two hundred and fifty (250) or more full-time employees.

The notice of "Mass Layoff" must be provided to:

- ALL employees of the company.
- Union representatives for employees covered by labor agreements.
- Illinois Department of Commerce and Economic Opportunity.
- Illinois Department of Labor.
- The Chief Elected Official of the Municipality and the County Governments where the employer operates; and
- Other government officials pursuant to the Illinois Business Economic Support Act (BESA 30 ILCS 760) if the company is currently receiving state or local economic assistance. BESA generally requires employers to provide notice to the Governor, the Speaker and Minority Leader of the Illinois House of Representatives, and the President and Minority Leader of the Illinois Senate.

Exceptions to the notice requirements are permitted for unforeseen circumstances, such as a strike or lockout, or physical calamities at the site. See the [Illinois WARN Act](#) for complete Illinois WARN notification requirements.

**The Illinois WARN Act differs from the Federal WARN Act. Illinois WARN requirement differences are as follows:**

Requirements	Illinois	Federal
Applies to employers with:	75 or more full-time workers	100 or more full-time workers
"Mass layoff" triggering notice requires:	25 or more full-time employees that constitute one-third or more full-time employees at the site, or 250 or more full-time employees at a single site	50-499 full-time workers at a single site that constitute one-third or more full-time employees at the site, or 500 or more full-time workers at a single site of employment

"Plant closure" triggering notice requires:	Closure of a single site of employment that employs 50 or more employees, not counting part-time workers	Closure of a single site of employment that employs 50 or more employees, not counting part-time workers
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WARN correspondence can be submitted via email at [CEO.WARNSubmission@illinois.gov](mailto:CEO.WARNSubmission@illinois.gov) and mailed to:

Illinois Department of Commerce and Economic Opportunity  
Office of Employment & Training  
Attn: WARN Processing Unit  
1011 South Second Street  
Springfield, IL 62704

**What the Notice must contain:**

- The name and address of the employment site(s) where the plant closing or mass layoff will occur.
- A reason for the layoff or closing (e.g., economic downturn, faltering company, loss of contract, relocation, restructuring, sold business, etc.).
- Whether the planned action is expected to be permanent or temporary, and if the entire plant is to be closed—a statement to that effect.
- The expected date of the first separation, and the anticipated schedule for making separations.
- The job titles of positions to be affected, and the number of affected employees in each job classification (for multiple sites, provide a list per site).
- The approximate total number of full-time employees at the affected site(s).
- A statement as to the existence of any applicable bumping rights.
- The name of each union representing the affected employees, and the name and address of the chief elected officer of each union, if none exist, so state; and
- The name and telephone number of a company official to contact for further information.
- The employer’s Federal Identification Number, or FEIN, for the dislocating company.

Technical compliance questions about Illinois WARN requirements should be referred to the Illinois Department of Labor.

## **Enforcement**

Under the Federal WARN Act, employees may bring enforcement for alleged violations of the Act into the Federal Court system. The Illinois WARN Act grants the Illinois Department of Labor the ability to promulgate rules with "provisions that allow the parties access to administrative hearings for any actions of the Department under this Act." Additionally, the Illinois Department of Labor has the authority to "examine the books and records of an employer" in connection with any investigation or proceedings under the Act to determine whether a violation of the Act occurred.

Damages and penalties under the Illinois WARN could include back pay and earned benefits for up to sixty (60) days for each affected employee as well as a "civil penalty" of up to \$500 for each day violated. There is no provision for allowing reasonable attorney's fees for the "prevailing party". The Illinois Department of Labor is responsible for investigating WARN Act complaints.

Illinois Department of Labor  
Conciliation and Mediation Division  
<https://labor.illinois.gov/laws-rules/conmed/warn.html>  
524 S. 2<sup>nd</sup> Street, STE 400  
Springfield, IL 62701  
217-782-1710

## **Human Rights Information for State Agencies**

The Statutes state that, "The State executive department, State agency, board, commission, or instrumentality in which the layoffs are to occur should notify each employee targeted for layoff that transitional assistance may be available to him or her under the Economic Dislocation and Worker Adjustment and Retraining Notification Act administered by the Department of Commerce and Economic Opportunity. Failure to give such notice shall not invalidate the layoff or postpone its effective date. Refer to 775 ILCS 5/2-105(B)(6)(d) for additional information.



# Chapter 1

## **Receiving Notice of Layoffs or Business Closures**

### **Chapter Objective**

This chapter outlines procedures for the initial phase of the Rapid Response process, from proactively identifying potential dislocation events to receiving, processing, recording, and responding to each notice of layoffs. Specifically, this chapter provides guidance for the following Rapid Response activities:

- 1.1 Receipt of Layoff Notices to Initiate State- or Local-Level Events
- 1.2 General Procedures for All Layoff Notices (Commerce and LWIA)
- 1.3 Procedures for Processing Layoff Notices (State)
- 1.4 Procedures for Processing Layoff Notices (Local)
- 1.5 Supplemental WARN Notices
- 1.6 Trade Notifications/Layoffs
- 1.7 Dissemination of WARN Information Pursuant to Illinois' Freedom of Information Act (FOIA)
- 1.8 Layoffs Exceeding Normal Capacity and Natural Disasters

### **1.1 RECEIPT OF LAYOFF NOTICES TO INITIATE STATE- OR LOCAL-LEVEL EVENTS**

Per Department of Commerce policy, the following table reflects the threshold for whether Rapid Response efforts are initiated and coordinated by the state or local areas:

<b>Rapid Response Threshold</b>			
<b>Number of Employees Affected by the Dislocation Event</b>	<b>Agency Responsible for Initiating and Coordinating Rapid Response</b>	<b>Required Rapid Response Team</b>	<b>Event Type</b>
Twenty-five (25) or more full-time workers	Commerce/OET	Commerce, IDES, and the affected LWIA	State
Twenty-four (24) or fewer full-time workers	LWIA	IDES and the affected LWIA	Local

### **1.2 GENERAL PROCEDURES FOR ALL LAYOFF NOTICES (COMMERCE AND LWIA)**

Whenever a notice of a layoff is received, regardless of whether it is an official notice or an unofficial notice, the following procedures should be followed to document the initial notification. Procedures specific to OET and the local areas are outlined in Section 1.4 of this chapter.

1. The Department of Commerce OET Workforce Development Specialist will initiate and coordinate all phases of Rapid Response for permanent layoffs, closings, and relocations affecting twenty-five (25) or more full-time workers. These events will be considered **state-level events**.
2. LWIAs will initiate and coordinate all phases of Rapid Response for permanent layoffs, closings, and relocations affecting twenty-four (24) or fewer full-time workers. These events will be considered **local-level events**.

3. If employers voluntarily issue a WARN notice, the initiation and coordination of a Rapid Response event will abide by the same threshold.
4. The same threshold also applies to all Trade-impacted dislocation events.

### **1.3 PROCEDURES FOR PROCESSING LAYOFF NOTICES (STATE)**

#### **Overview of Roles and Responsibilities**

The Rapid Response team for state-level events will be led by the Workforce Development Specialists (WDS) from the Office of Employment and Training. Mandatory partners include IDES, the Department of Commerce, and the LWIAs.

IDES staff from Employment Security, Unemployment Insurance, and DCEO Trade Unit, as appropriate, participate in Rapid Response activities. IDES will provide the Workforce Development Specialist with a list of the preferred Regional Office contacts. In most situations, the IDES regional staff will designate the appropriate IDES local staff to participate in the on-site Rapid Response activities. In some cases, the ongoing involvement of IDES Regional or Central Office staff may be necessary. The term "IDES representative" in this manual shall refer only to the regional and/or local staff involved in on-site intervention activities.

#### **Documentation of Initial Notice**

Upon receipt of a layoff notification, the WARN Processing Unit documents the initial notification. This applies to WARN and unofficial notices.

1. The WARN Processing Unit enters the notice information in the Illinois Employment Business System (IEBS) on the *Add Layoff* Screen.
2. If the event contains multiple locations, each location must be added as a separate event to ensure all locations are captured and recorded.
3. Once the information is entered and vetted by the WARN Processing Unit, the WARN Processing Unit approves the event and sends out the notification to the Rapid Response Team.
4. Within forty-eight (48) hours of receiving the layoff notice, the assigned WDS will contact the company for any additional information needed and then set up the Initial Meeting, which should include the mandatory partners. However, if mandatory partners are absent from the Initial Meeting with the company, the assigned WDS must collect all requisite information that mandatory partners would need for coordinating Rapid Response Services.
5. The Initial Meeting is held and recorded in IEBS.
6. The WDS will establish dates and times for the Outreach Workshops and record the information in IEBS.
7. Once workshop details have been established, the WDS will forward the Outreach Meeting(s) information to the Rapid Response Team.
8. The Rapid Response Team will conduct the Outreach Workshops and collect worker demographic information (i.e., transferred, retired, etc.).
9. Any worker demographic information regarding employees that were transferred, recalled, retired, etc., will be entered in the *Survey Results* tab in IEBS on the event page; and
10. Any further communications, outcomes, or significant event details will be recorded in IEBS as a note.

## **Voluntary WARN Notices**

The Department of Commerce will direct a letter of acknowledgment to the employer and will forward a copy of the voluntary notice to the appropriate LWIA for local response, regardless of the number of workers affected.

### **1.4 PROCEDURES FOR PROCESSING LAYOFF NOTICES (LOCAL)**

#### **Overview of Roles and Responsibilities**

The Rapid Response team for local-level events will be led by the LWIA Rapid Response staff. Mandatory partners for local-level events include IDES and the LWIA. Local Rapid Response staff will work with the lead LWIA for events impacting residents of multiple workforce areas.

#### **Documentation of Initial Notice**

Upon receipt of a layoff notification, the LWIA documents the initial notification.

1. Verify the information on the notice and attempt to gather as much information as possible.
2. Enter the notice information in IEBS on the *Add Layoff* Screen.
3. Forward a copy of the informal notice immediately to the Department of Commerce, WARN Processing Unit.
4. Send a letter to the affected employer acknowledging receipt of the layoff notice. If additional information is needed, the LWIA will request the information in the response letter and set up an initial meeting with the company.
5. The Initial Meeting is held with the employer and recorded in IEBS.
6. The LWIA will establish dates and times for the Outreach Workshops and then record the information in IEBS.
7. Once workshop details have been established, the LWIA will forward the Outreach Meeting(s) information to the local Rapid Response Team.
8. The local Rapid Response Team will conduct the Outreach Workshops and collect worker demographic information (i.e., transferred, retired, etc.).
9. Any worker demographic information regarding employees who were transferred, recalled, retired, etc., will be entered in the *Questionnaires* tab in IEBS on the event page.
10. Any further communications, outcomes, or significant event details will be recorded in IEBS as a note.

### **1.5 SUPPLEMENTAL WARN NOTICES**

Supplemental notices are processed in the same manner as WARN notices.

### **1.6 TRADE NOTIFICATIONS/LAYOFFS**

On a daily basis, the Department of Commerce reviews the DOL Website for petitions that have been filed and are pending. 20 CFR 618.816(b) requires rapid response to be provided upon a petition filing. Copies of most petitions are available on the DOL website. However, if any Rapid Response team staff files a petition, a copy should be provided to the OET Trade Unit. The Trade Unit maintains a spreadsheet that tracks all petitions, including the DOL determination, certification, denial, termination, or withdrawal. The Trade Unit receives emails from DOL with all determinations of Trade petitions. Once DOL makes a determination, a copy is sent to the WIOA Title I grantee or designee (LWIA); IDES; the OET Regional Manager; and the WDS to initiate the process of coordinating rapid response services.

## **1.7 DISSEMINATION OF WARN INFORMATION PURSUANT TO ILLINOIS' FREEDOM OF INFORMATION ACT (FOIA)**

The U.S. Department of Labor (DOL) determined that requests for WARN information received by State WARN Processing Units are governed by each individual state's FOIA requirements.

The archived monthly WARN Reports can be accessed via the Internet through the following: <https://www.illinoisworknet.com/LayoffRecovery/Pages/ArchivedWARNReports.aspx>.

There is also a web-based WARN portal that can be accessed via the Internet through the following: <https://www.illinoisworknet.com/LayoffRecovery/Pages/IllinoisWARNData.aspx>

All FOIA requests received at the state- or local-level for WARN information must be directed to the Department of Commerce at [Commerce.FOIA@illinois.gov](mailto:Commerce.FOIA@illinois.gov). Requests for the monthly WARN report will be directed to the Department of Commerce's website. Special requests will be reviewed on a case-by-case basis.

## **1.8 LAYOFFS EXCEEDING NORMAL CAPACITY AND NATURAL DISASTERS**

The general Rapid Response Procedures are to be followed. However, Workforce Development Specialists, IDES, and LWIA staff must be prepared to deploy cross-trained staff in response to a layoff exceeding normal capacity or natural disasters. The Workforce Development Specialist, IDES, and lead LWIA should develop a plan that includes details on the delivery of information, the processing of affected workers, timelines, and estimated staffing numbers, as described in Chapter 4 of this manual. Rapid Response team members and case managers from other local areas may be asked to assist as needed in disseminating Rapid Response information and processing UI claims. If it is deemed necessary by the state and funding is available, transition centers may be opened to facilitate the timely processing of affected workers. Illinois WorkNet will be used to circulate information to Rapid Response team members, state officials, and affected workers. Special statewide IEBS events can be created to support this type of activity.

# ***CHAPTER 2***

## **COORDINATING THE INITIAL MEETING W/ IMPACTED EMPLOYER**

### **Chapter Objective**

The second phase of Rapid Response commences with scheduling and conducting an Initial Meeting with the employer and union (and/or employee) representative. Pursuant to the threshold defined in Section 1.1 of this manual, the state- or local-led Rapid Response team conducts the Initial Meeting to explain state and local services available to the affected workers and to plan which services will best assist the workers in re-employment as quickly as possible.

The Initial Meeting sets the tone for all future activity with the employer, union (and/or employee) representative, and workers. The Initial Meeting also contributes significantly to the overall success of Rapid Response efforts.

This chapter provides guidance on the following activities related to the Initial Meeting:

- 2.1 Scheduling the Initial Meeting
- 2.2 Identifying the Status of Labor-Management Relations
- 2.3 Planning and Facilitating the Initial Meeting with Clear Objectives and Roles
- 2.4 Utilizing the Illinois Employment Business System (IEBS) for Outreach Workshops

### **2.1 SCHEDULING THE INITIAL MEETING**

If the dislocation event meets the threshold for a state-level event, the Workforce Development Specialist schedules the Initial Meeting and involves the required individuals. For local-level events, the LWIA schedules the Initial Meeting and involves the required individuals. Throughout this chapter, "Rapid Response team leader" will refer to either the DCEO-OET Workforce Development Specialist or the LWIA, depending on which is the lead for state- or local-level events.

For state- and local-level events, the individuals required to be contacted when scheduling the Initial Meeting include the employer representative, the union (and/or employee) representative(s), the LWIA, and IDHS. It is imperative that the employer or union (and/or employee) representative attend.

The Initial Meeting should be scheduled as soon as the dislocation event is verified.

The Workforce Development Specialist will utilize the Workshop section of IEBS to add an Initial Meeting event, prior to the event taking place, if possible.

If an Initial Meeting is not possible at the worksite or if the employer refuses to participate, the Rapid Response team leader shall determine the most appropriate location to facilitate the delivery of services. This could include a facility identified by the local union or the LWIA. Initial meetings may take place on-site, over the phone, or via web platform.

If management or the union (and/or employee) representative refuses or is unable to participate in a joint meeting, a separate, subsequent meeting should be arranged. In such situations, the need for immediate cooperation between management and labor in facilitating a Rapid Response Outreach Meeting and subsequent service delivery must be emphasized.

When all scheduling arrangements have been finalized, the Workforce Development Specialist in state-level events or the LWIA in local-level events distributes essential information for the Initial Meeting to all Rapid Response team members. Such information may include directions to the meeting location, parking information, security clearance, and any other pertinent logistics. Prior to setting up the outreach meeting, a discussion should take place with the LWIA to determine if they have ample funding available to fully serve the workers. If not, they must file an application for 1E emergency Rapid Response funds.

## **2.2 IDENTIFYING THE STATUS OF LABOR-MANAGEMENT RELATIONS**

Prior to convening the Initial Meeting, if applicable, the Workforce Development Specialist in state-level events or the LWIA in local-level events will brief each member of the Rapid Response team concerning any information regarding labor management relations and the status of negotiations. All entities participating in the Initial Meeting should remain cognizant of labor-management relations and potential effects on negotiations when Rapid Response services and resources are offered. It is essential to avoid actions that interject the State and/or the LWIA into those negotiations. Navigating through these sensitivities will generally result in greater commitment and cooperation from both management and labor in the delivery of Rapid Response services.

## **2.3 PLANNING AND FACILITATING THE INITIAL MEETING WITH CLEAR OBJECTIVES AND ROLES**

The primary objectives of the Initial Meeting are as follows:

1. To clarify roles and expectations of each member of the Rapid Response team, the employer, the union (and/or employee) representative.
2. To obtain the commitment of management and the union (and/or employee) representative to actively participate in the planning and implementation of key Rapid Response activities.
3. To obtain information about the current circumstances at the company and the affected workers and ascertain if layoff aversion strategies such as WorkShare IL or talent transfer may be appropriate.
4. To determine whether the layoffs or closures are impacted by foreign trade. If so, file a Trade petition. If the event is already certified, briefly explain the Trade program benefits and services that will be available to eligible workers. Explain that a list of affected workers will be requested by IDDES.
5. To explain, the reemployment services that will be made available to impacted workers to ease the transition to future employment.
6. Collect employee demographic information, including age range of employees, skill sets (Commercial Driver License, Computer Numerical Control Machinists, Accountants, etc.), the need for accommodations (i.e., English as a second language, American Sign Language, etc.), and
7. To schedule the Rapid Response Outreach Meetings for the dislocated workers.

The primary roles of each Rapid Response team member follow:

- **The Department of Commerce's Workforce Development Specialist**, in a state-level event, will schedule, coordinate, and facilitate the Initial Meeting. This includes notifying all attendees of their roles and expected participation. Displaced Energy Worker Bill of Rights and Trade Act Program services, such as Trade Adjustment Assistance (TAA), should be discussed when applicable. If the Workforce Development Specialist cannot attend the Initial Meeting, he

or she must designate another Rapid Response team member to facilitate.

- **The LWIA**, in a local-level event, will schedule, coordinate, and facilitate the Initial Meeting. This includes notifying all attendees of their roles and expected participation. In state-level and local-level events, the LWIA is responsible for explaining local services available, the eligibility criteria, and the process of accessing the services. The LWIA may conduct preliminary assessments of the affected workers' eligibility for services and their specific needs for locally available services.
- **IDES**, at either a state-level or local-level event, will present an overview of the services available locally through IDES. This includes UI benefits, eligibility, and other Employment Services available. Trade Act Program services, such as Trade Readjustment Assistance (TRA) and Alternative Trade Adjustment Assistance (ATAA)/Reemployment Trade Adjustment Assistance (RTAA), should be discussed when applicable.

In addition to the Rapid Response team, the employer representative and employee/union representative have roles during the Initial Meeting. The Initial Meeting facilitator is responsible for notifying the employer representative and the employee/union representative that they will be expected to explain the following during the Initial Meeting:

- **Employer:** The company's circumstances, including the status of the layoff, closing or relocation; the layoff schedule; union bumping rights, if applicable; the status of collective bargaining; the estimated number of workers to be affected, who may be transferred to other facilities owned by the employer or who are eligible for retirement; and the termination benefits that may be provided to the affected workers. The employer representative should also indicate whether the property will be available for future on-site Rapid Response Outreach Meetings.
- **Employee or union representative(s):** The segment of the affected workforce represented by the union, the status of collective bargaining, and the benefits potentially available to the affected workers through the union. The representative(s) should also describe the opportunities for workers to transfer or be placed in union jobs with other local employers. The representative may opt to indicate support for various strategies for maximizing employee involvement in Rapid Response outreach.

### **Facilitating Initial Meetings with Employers and Rapid Response Partners**

In state-level and local-level events, the facilitator of the Initial Meeting shall prepare for the meeting by developing two documents: a meeting agenda and a list of contacts for Rapid Response. Both will be circulated at the Initial Meeting along with an attendance sheet to be completed and returned to the facilitator at the end of the meeting.

The facilitator shall structure the Initial Meeting to clearly identify the purpose of the meeting, the roles of all involved, the commitments that must be obtained, the process of offering Rapid Response services, and the next steps. A general itinerary follows with assumed time for questions and answers throughout the meeting:

1. The facilitator conducts introductions and asks each to identify his or her affiliation.
2. The facilitator defines the purpose and intended outcomes of the Initial Meeting.
3. The facilitator provides an overview of WIOA, the WARN Act, Rapid Response, and Trade or CEJA Displaced Energy Worker Bill of Rights, if applicable, and distributes applicable material (e.g., WIOA, CEJA, and Trade brochures and petition).
4. The employer representative explains the circumstances of the layoffs.
5. The employee or union representative(s) explain the status of collective bargaining and options for affected workers.

6. The LWIA explains services that are available locally, the eligibility requirements, and the process for accessing the services.
7. IDES explains the services and benefits that are available locally and the eligibility requirements.
8. The facilitator recaps the Rapid Response procedures and discusses the Rapid Response Outreach Meeting as the next step, emphasizing the expectation for Outreach meeting attendees to participate in a Dislocated Worker Questionnaire.
9. The facilitator summarizes the next steps and agreements reached during the Initial Meeting.
10. Adjourn.

In conjunction with providing an overview of WIOA, the WARN Act, Rapid Response, and Trade or CEJA Displaced Energy Worker Bill of Rights, if applicable, the facilitator shall explain the availability of services through the Illinois WorkNet website and Illinois WorkNet Centers in the local area.

In both state-level and local-level events, the LWIA shall present itself as the primary deliverer of WIOA services and ensure that attendees understand how the services can benefit them.

The Workforce Development Specialist in state-level events or LWIA in local-level events should ascertain the reason for the layoff/closure and be prepared to discuss the CEJA Displaced Energy Worker Bill of Rights or Trade Act at the Initial Meeting, if applicable. The employer is asked to identify any upstream or downstream producers that could ultimately be affected by the layoffs.

The LWIA should be prepared to discuss the following topics:

- Describe services available under WIOA (i.e., career services and training services), the tailoring of services through individualized assessments, career planning, the development of individual employment plans (IEPs), and Trade services available, along with applicable deadlines, if appropriate.
- Note the types of services provided in recent dislocation events of similar magnitudes and describe any success stories.
- Present potential strategies for maximizing employee involvement. This includes eliciting an agreement with the employer and union (and/or employee) representative to endorse and participate in selected layoff aversion strategies. Potential strategies could include, but are not limited to, reviewing the training needs/wants of the employees, exploring the potential to utilize Workshare IL, facilitating talent transfers with companies that are hiring, and exploring incumbent worker training to “upskill” workers to meet employer needs.
- Identify and make applicable referrals to community organizations.

If the event is impacted by foreign competition (potentially a Trade event), or if USDOL has already certified a Trade petition, then the facilitator must provide a brief overview of the Trade Act provisions and benefits available as well as the critical deadlines that must be met by the workers to receive the full array of Trade services. The importance of receiving an affected employee list including those on Worker’s Compensation and those threatened with layoff must be discussed. If a Trade petition has not been filed, the facilitator will distribute a Trade Act petition for completion that can be filed by any of the following entities:

- A group of two or more workers.
- A company official.
- A union official or authorized representative.



- A State Agency (Commerce or IDES); or
- A local agency, LWIA or Illinois WorkNet Center.

A copy of the completed petition should be provided to the Department of Commerce.

See the [Trade Adjustment Assistance \(Trade\) Program Policies and Procedures](#) for additional information on the Trade petition and certification process, worker notification process, and eligibility and enrollment requirements.

If the event involves the permanent shutdown of an electric generating unit or coal mine, then the facilitator must provide a brief overview of the CEJA Displaced Energy Worker Bill of Rights, which outlines several requirements to ensure workers affected by the transition to renewable energy have access to vital resources and support. Refer to Section 5.4 of this manual, Toolkit for Displaced Energy Workers Bill of Rights under CEJA, for more information.

In explaining the next steps and an upcoming Rapid Response Outreach Meeting, the facilitator should emphasize the importance of attendance and participation in the Dislocated Worker Questionnaire to help identify the workers' needs and determine the most effective mix of services to provide. The facilitator should elicit the help of the employer and the union (and/or employee) representative to promote participation in the Rapid Response Outreach Meetings and completion of the Dislocated Worker Questionnaire. As further described in Section 3.3 of this manual, it is ideal for workers to complete the Dislocated Worker Questionnaire prior to the Rapid Response Outreach Meeting. If online access to the questionnaire is not feasible for the workers, then the facilitator may distribute printed copies of the questionnaire and ask affected workers to bring the completed responses to the scheduled outreach meeting.

Before adjourning the Initial Meeting, the facilitator shall ensure the following information is obtained and decisions made:

- A completed list of attendees.
- A list of all affected employees, including their names, addresses, phone numbers, and email addresses, based on the information available from the employer or union.
- Any agreements related to the use of the employer's facility for Rapid Response Outreach Meeting(s) at no cost to the employees.
- Any agreements related to the promotion of the Rapid Response Outreach Meeting and participation in the Dislocated Worker Questionnaire, as well as supporting other outreach, recruitment, and placement activities.
- The Initial Contact Checklist should be reviewed with the team to ensure that all necessary information and employee demographics have been collected and reiterated on behalf of all rapid response team members.

After the Initial Meeting, the facilitator shall document all agreements reached and distribute a summary to all who attended the Initial Meeting and who will be invited to attend the Rapid Response Outreach Meeting(s).

The facilitator then updates information on IEBS. This includes all Rapid Response Team contacts, updating any changes to the layoff numbers or schedule, documentation of discussion topics during the on-site visit, any potential problems that may need to be addressed, and whether a Trade petition has been or will be filed based on the layoff reason.

## 2.4 UTILIZING IEBS FOR OUTREACH WORKSHOPS

IEBS will automatically create an online Illinois WorkNet layoff assistance page specific to the company and dislocation event once a WARN notice is received and processed. The content and page maintenance will be carried out by the entity leading the Rapid Response efforts (the Workforce Development Specialist for state-level events or the Local Workforce Innovation Board or LWIA staff, as appropriate, for local-level events).

The Workforce Development Specialist, or lead for the local event, shall create an Outreach Workshop event in IEBS once the workshop is scheduled. This must be completed prior to the workshop occurring.

The Workforce Development Specialist will remind the local board or the LWIA to maintain content and will review the pages every thirty (30) days, updating the information as needed.

The local area may choose to create a Layoff Assistance Page even if not required by the Department of Commerce. ***Layoff Assistance pages are required for all state-level events involving twenty-five (25) or more impacted employees.*** To create a local-level event, the local area has the appropriate permissions to create events and Outreach Workshop pages for events impacting fewer than twenty-five (25) workers.

IEBS, by default, generates an outreach workshop package. The Workforce Development Specialist, or local lead for a local event, has the ability to add additional resources to the resource packet.

# *CHAPTER 3*

## **PROVIDING RAPID RESPONSE SERVICES & CONDUCTING OUTREACH MEETINGS (WORKSHOPS)**

### **Chapter Objective**

The purpose of the Rapid Response Outreach Meeting, or Workshop, is to provide dislocated workers with a comprehensive and customized menu of services to facilitate an expedited transition to other employment. Participation by the employer and employee/union representatives is highly desired but not always possible.

This chapter provides guidance on the following activities related to Rapid Response Outreach Meeting(s):

- 3.1 Outreach Meeting Procedures
- 3.2 Facilitating the Rapid Response Outreach Meeting(s)
- 3.3 Customizing, Distributing, and Analyzing the Dislocated Worker Questionnaire
- 3.4 Responding to Trade-Affected Events
- 3.5 Reporting in Illinois Employment Business System (IEBS)
- 3.6 Seeking Additional Funding for Sector Recruitment

### **3.1 OUTREACH MEETING PROCEDURES**

Roles of the Rapid Response Team members participating in the Rapid Response Outreach Meeting(s) are pursuant to the threshold defined in Section 1.1 of this manual. The primary roles of each Rapid Response team member follow:

#### **Outreach Meeting Participants**

- **The Department of Commerce's Workforce Development Specialist**, in a state-level event, will design, schedule, coordinate, and facilitate the Rapid Response Outreach Meeting(s). This includes notifying all attendees of their roles and expected participation, as well as building consensus for services to provide to the affected workers based on the initial outreach meeting, where employees' demographic information is gathered, and the Dislocated Worker Questionnaire results.
- **The LWIA**, in a local-level event, will design, schedule, coordinate, and facilitate the Rapid Response Outreach Meeting(s). This includes notifying all attendees of their roles and expected participation, as well as getting consensus for the services to provide to the affected workers. Regardless of whether the event is a state- or local- level effort, the LWIA must be prepared to schedule appointments for affected workers interested in applying for WIOA or other locally available services at or soon after the Outreach Meeting.
- **IDES**, in either a state- or local-level event, will connect affected workers to UI benefits and other Employment Services available locally. IDES must coordinate with the LWIA and, if it is a state-level event, the Workforce Development Specialist to identify the necessary services for workers.

Representatives of additional partners or programs, such as the Illinois Department of Insurance, local community colleges, or other local resources that may benefit the impacted workers, may also be invited to participate in the Outreach Meeting(s) as determined by the Rapid Response team.

If the dislocation event affects workers in more than one LWIA, then the LWIA in local-level events will contact the other LWIAs and the state for participation. In state-level events, the Workforce Development Specialist will contact the other LWIAs for participation.

All Rapid Response team members must work collaboratively and in consultation with the employer and employee/union representative(s) to plan the Rapid Response Outreach Meeting timing, location, and format. This includes considering the circumstances surrounding the dislocation event, the characteristics of affected workers, and any other pertinent information.

### **Outreach Meeting Timing**

The Rapid Response Outreach Meeting should be scheduled as soon as possible after the Initial Meeting to allow adequate time for planning the delivery of services. If possible, the outreach meeting should be scheduled during the normal working hours of the affected employees. The Rapid Response team leader shall encourage employers to provide leave time for all affected workers to help ensure maximum participation in the Rapid Response Outreach Meeting(s).

More than one outreach meeting may be needed to accommodate the number of workers affected, shift changes, employer staffing needs, limited available facilities, or other factors.

If an event results in the permanent dislocation of twenty-five (25) or more workers but no WARN notice is received or if the employer refuses to participate, Rapid Response Outreach Meetings should be conducted as soon as a location is secured, and outreach activities conducted, even if this cannot happen before layoffs occur. The Workforce Development Specialist should convene a conference call of all Rapid Response team members to explain the situation and, by consensus, schedule a date and time for a Rapid Response Outreach Meeting. Employee outreach strategies should also be discussed.

If the event results in the permanent closure of an electric generating unit or coal mine, DCEO shall notify all energy workers of the upcoming closure of any qualifying facility as far in advance of the scheduled closing date as it can. The Department shall engage the employer and energy workers no later than within thirty (30) days of a closure or deactivation notice being filed by the plant owner to the Regional Transmission Organization of jurisdiction, within thirty (30) days of the announced closure of a coal mine, within thirty (30) days of a WARN notice being filed with the Department, or within thirty (30) days of an announcement or requirement of cessation of operations of a plant or mine from another authoritative source, whichever is first. **The provisions outlined in the Displaced Energy Worker Bill of Rights must be integrated into the Rapid Response outreach meeting(s).** See Chapter 5.4 Toolkit for Implementing the Displaced Energy Worker Bill of Rights under CEJA for more information.

### **Outreach Meeting Location**

The desirable location of the Rapid Response Outreach Meeting is the employment site. The Rapid Response Team leader shall encourage employers to provide adequate facilities for the outreach meeting as an in-kind contribution to the effort to assist the affected workers. If this cannot be arranged and workers are represented by a union, the outreach meeting may be conducted at a

union facility. Other sites may be available within the community and should be identified by the Rapid Response team and utilized as necessary.

### **Outreach Meeting Promotion**

The Rapid Response team shall try to reach all affected workers using various outreach strategies to promote attendance at the Rapid Response Outreach Meeting(s). IDES is responsible for mailing individual letters to workers in Trade Rapid Response events. The letters should confirm the date, time, and location of the Outreach Meeting(s).

Other outreach strategies can include approaching local news media to run public service announcements, posting notices at local IDES offices, posting notices on LWIA and/or Illinois WorkNet social media, and updating the Illinois WorkNet Layoff Assistance site with Outreach Meeting information. Soliciting help from the employer and the employee/union representatives to promote attendance is also encouraged.

### **Outreach Meeting Agenda**

The facilitator of the Rapid Response Outreach Meeting, whether the Workforce Development Specialist for state-level events or the LWIA staff for local-level events, shall develop an agenda for the Outreach Meeting.

The completed agenda shall be distributed to all Rapid Response team members, the employer, and employee/union representative(s), as well as any additional presenters invited to meet the anticipated needs of the workers.

## **3.2 FACILITATING THE RAPID RESPONSE OUTREACH MEETING(S)**

Consistent with the threshold described in Section 1.1 of this manual, the Workforce Development Specialist shall facilitate the Outreach Meetings for state-level events, and the LWIA shall facilitate outreach meetings for local-level events. During the outreach meeting, the facilitator should present three primary topics:

1. Clearly identify the purpose of the Outreach Meeting, the roles of all involved, and the general process for accessing services.
2. Briefly describe the services available locally under WIOA and, if applicable, the Trade Act or CEJA Displaced Energy Worker Bill of Rights.
3. Highlight the advantages of applying for WIOA or Trade services as early as possible; and
4. Instructions for applying and providing the required documentation.

The facilitator should note that workers applying for services in different LWIAs may not have access to identical services based on local decision-making or program delivery.

A general itinerary follows, with assumed time for questions and answers throughout the outreach meeting:

1. The facilitator conducts introductions and asks each to identify his or her affiliation.
2. The facilitator defines the purpose and intended outcomes of the Rapid Response Outreach Meeting.
3. The facilitator and/or LWIA describes the services available under WIOA and, if applicable, Trade or CEJA Displaced Energy Worker Bill of Rights. (Highlight the advantages of applying for services as early as possible.)

4. The LWIA provides instructions for applying for services and providing the required documentation.
5. IDES explains Unemployment Insurance (UI) benefits, Employment Services (ES) programs, and local Labor Market Information, as well as TRA, ATAA/RTAA, as appropriate. IDES further explains the eligibility requirements and processes for applying. IDES should note that state policy waives the UI work search requirement for individuals participating in approved WIOA/Trade training.
6. The facilitator explains the Dislocated Worker Questionnaire and allocates time for the completion of the questionnaire during the Outreach Meeting, if needed.
7. LWIA staff guides workers in completing the necessary paperwork for eligibility determinations and ensuring access to Illinois WorkNet.
8. Adjourn as workers complete their questionnaires or paperwork.

The facilitator should encourage every worker to register for an Illinois WorkNet account at <https://www.illinoisworknet.com/> by clicking “sign up” in the upper left corner.

Written materials and brochures describing services should also be distributed and/or made available to workers online. Additionally, provisions may be made for workers to apply for some services at the outreach meeting. All presenters should remain available after the outreach meeting to address worker inquiries.

### **3.3 CUSTOMIZING, DISTRIBUTING, AND ANALYZING THE DISLOCATED WORKER QUESTIONNAIRE**

The Dislocated Worker Questionnaire is an important tool in identifying the specific services that will most effectively assist the workers in finding new employment as quickly as possible.

The Workforce Development Specialist has two possible ways to collect questionnaires from impacted employees.

Method 1: On the IEBS layoff page for the event, under the “Questionnaires” tab, the questionnaires can be downloaded in an offline format by clicking the “Download Offline Questionnaire” button. Once the questionnaires are completed by the impacted workers, the LWIA will access the layoff page and enter the questionnaire results under the “Questionnaires” tab using the “Add Questionnaire” button.

Method 2: On the Company Specific Layoff Assistance Page, there is a link titled “Complete the Layoff Information Questionnaire.” The Workforce Development Specialist can create fliers for the company or ask the company representative to promote this link and request that impacted workers complete the questionnaire. This can also be promoted during the workshop as well.

Ideally, workers will have completed the Dislocated Worker Questionnaire online prior to the Rapid Response Outreach Meeting to assist the facilitator in planning the Outreach Meeting and arranging for the appropriate service providers to be available at the Outreach Meeting. If paper copies were distributed at the Initial Meeting, then the facilitator should instruct the workers to bring their completed questionnaires to the Rapid Response Outreach Meeting.

Regardless of whether the Dislocated Worker Questionnaire is distributed at the Initial Meeting or at the Rapid Response Outreach Meeting, the facilitator should emphasize the importance of

completing the questionnaire with accurate information to ensure that appropriate services are offered. Details about the time allotted for completion of the questionnaire, special arrangements for assistance, and instructions for submitting completed questionnaires to the facilitator should be provided.

- A maximum of two weeks from the time the questionnaire is distributed is recommended for the completion, collection, and analysis of the Dislocated Worker Questionnaires.

If workers have not completed the questionnaire prior to the Rapid Response Outreach Meeting, the facilitator should encourage the workers to complete the questionnaire before leaving the Outreach Meeting. If the outreach meeting is held in a location with access to the internet and computers, workers may complete the online questionnaire during the outreach meeting with the support of the facilitator as needed. If paper questionnaires are necessary, then the Rapid Response team will have to enter the results into IEBS (or the appropriate state- designated repository).

Once completed questionnaires are entered, the facilitator (and the LWIA staff, if not the facilitator) should collaborate to analyze the results for two primary purposes:

1. To identify the most appropriate, locally available services to offer to the workers, and
2. To identify whether there is a need to apply for additional funding for services to dislocated workers or Trade participants.

### **3.4 RESPONDING TO TRADE-AFFECTED EVENTS**

On July 1, 2022, absent the enactment of legislation that reauthorizes the TAA program, the termination provision under Section 285(a) of the Trade Act of 1974, as amended, is in effect. While new certifications are not being issued, these procedures apply to workers covered under legacy certifications and the filing of petitions that are held for potential program reauthorization.

Trade Rapid Response is required for all petitions filed with the Department of Labor. Roles of the Rapid Response Team in Trade events follow:

- **The Department of Commerce:** OET Trade Staff will forward the petition, certification, and the layoff list to the LWIA, the Department of Commerce OET Regional Manager, and the Workforce Development Specialist assigned to the local area. The Workforce Development Specialist will review the list and determine if a substantial number of affected workers live outside their service area. The Workforce Development Specialist will coordinate with the appropriate LWIA(s), IDES Trade/Regional/Local Office Staff to initiate Trade Rapid Response Outreach Meetings and invite the appropriate additional LWIA(s) or State(s) to participate.
- **LWIA:** For local Rapid Response Events with a pending Trade petition or an approved Trade Certification: Upon receiving notice of a petition or certification from the Department of Commerce OET Trade Unit, the LWIA will immediately make contact with the company to provide Trade-specific Rapid Response Services and coordinate with IDES Trade/Regional/Local Office staff. IDES Special Programs unit will contact the employer for an up-to-date list of workers affected by the layoff and provide that list to Department of Commerce OET Trade Unit. The list must include the names and addresses of employees that have been separated from the company and whose last day of work falls between the Impact Date and Expiration Date, both of which are identified in the Petition Certification. Petition Certifications numbered 70,000 and greater require IDES to request a list of current employees who meet the criteria for "threatened with layoff" that includes the projected layoff date. The request should also

seek a list of affected workers currently receiving Workers' Compensation. Upon receipt of the employee list, IDES will determine the IDES Regions and Local Offices to which the workers will report and send the list to the appropriate IDES local office, copying the Department of Commerce OET Trade Staff.

Once IDES receives an updated list of affected workers, IDES reviews the list for any workers who have already been laid off. Those names are entered into the Illinois Benefit Information System (IBIS).

The Workforce Development Specialist will coordinate meetings and work with the IDES Special Programs staff, Local IDES Office staff, and the local area to coordinate a joint outreach meeting with the trade-affected workers. IDES must then notify all affected workers and coordinate outreach of all participating agencies on the Rapid Response team.

IDES will coordinate with the Workforce Development Specialist to schedule an in-person or online location for the impacted worker letter. IDES is responsible for disseminating the letter. This will be recorded in IEBS as an Outreach Workshop.

Eligibility for Trade Services/TRA is determined on an individual basis when the worker applies for benefits and services. Eligibility is not necessarily contingent upon the inclusion or exclusion of a worker's name on the layoff list. For workers who missed the enrollment deadline because their names were excluded from the list, the extenuating circumstances provisions should be considered.

Either the Workforce Development Specialist or the LWIA, depending on whether it is a state-level or local-level Trade event, must document all attempts to notify the workers of Trade Rapid Response Outreach Meetings in the "Notes" section of the Illinois Employment Business System (IEBS) with a narrative describing the outreach methods used.

If the Workforce Development Specialist in state-level events or the LWIA in local-level events no longer has access to the affected workers, they must attempt to hold a Trade-specific outreach meeting for the workers by advertising the location, date, and time in the newspaper, social media, Illinois WorkNet, and/or on the radio. Additionally, the Workforce Development Specialist or LWIA, depending on the state- or local-level event, must attempt to work with the union (and/or employee) representative to contact the workers or use other methods to notify the workers of the benefits available and the deadlines to apply for and receive Trade services. A sign-in sheet with names, addresses, phone numbers, and email addresses is required at all Trade workshops. IDES is mandated to place an ad in the newspaper upon notification of a certification to inform workers of the petition certification and direct them to the LWIA staff for services.

### **3.5 REPORTING IN ILLINOIS EMPLOYMENT BUSINESS SYSTEM (IEBS)**

Consistent with Section 1.1 of this manual, events of twenty-five (25) or more, the Workforce Development Specialist is responsible for the entry of data into IEBS. For events twenty-four (24) or fewer; the LWIA is responsible for the data entry into IEBS.

The following data should be entered into IEBS:

- All attempts to notify workers should be recorded as a Note and the narrative should include



the method of contact and the outcome of the attempt. The documentation type for this note should be Investigation.

- Results of the Dislocated Worker Questionnaires should also be entered into IEBS.
- All Trade and WARN-related Outreach Meeting presenters should be added as contacts to the event. The Outreach Meetings scheduled need to be entered as well.
- All Trade Workshops held, including the number of workers who attended.
- If the number of affected workers changes, adjustments to the layoff number must be made in the event on IEBS using the Schedule section.

All Trade Petitions must have a corresponding IEBS event entered. If a current IEBS event already exists for the company/worker group and no layoffs have occurred prior to the Impact Date of the certification, the LWIA should tag the event as Trade Certified and add all the relevant Trade data to the system.

If layoffs did occur prior to the Impact Date on the Petition Certification, a new IEBS event must be created and maintained in IEBS. The new event should be designated a Trade Certified event.

A closed status will be given to an IEBS event that is at least eighteen (18) months old and has fewer than five (5) active registrants and no recently recorded activity in IEBS. Generally, an event plan will specify an end date for services between eighteen (18) and twenty-four (24) months after the initial layoff date. Some events will last longer due to the layoff schedule, and some events will be designated as inactive immediately if services are not needed.

If no current event exists in IEBS, a new IEBS event will need to be created and completed. In addition, all Trade and WIOA dislocated worker customers being served must be associated with an IEBS event by entering the IEBS ID Number on the customer's Dislocation Employment Record.

For customers from a WARN dislocation event or certification from another state, the Workforce Development Specialist or LWIA (depending on whether it is a state-level event or a local-level event) may choose to enter the event into IEBS and track the workers. However, the federal Rapid Response requirement belongs to the state where the dislocation occurred (i.e., the Liable State). The customer's employment record will indicate when the customer last received Rapid Response services.

### **3.6 SEEKING ADDITIONAL FUNDING FOR SECTOR RECRUITMENT**

Additional funding may be available for Trade and WIOA dislocated worker programs and services through the Sector Recruitment Specialist (SRS) Program. The program is a joint effort between the Department of Commerce OET, the affected LWIA, and appropriate service providers. The program is designed to maximize participation of laid-off workers, particularly those who have not participated through traditional Rapid Response efforts. The Workforce Development Specialist and OET Grant Staff will provide documents, including Job Description, Scope of Work, and Manual, and technical assistance for this opportunity.

The SRS will, for a limited time, provide additional assistance and services to dislocated workers, whether for specific events that require additional recruitment or in sectors where layoffs are occurring in local areas.

In both state-level and local-level dislocation events, the Workforce Development Specialist will coordinate with the LWIA to identify the need for additional assistance and the type of assistance

needed to help dislocated workers transition to other employment. This can include providing technical assistance and assisting with additional recruitment strategies such as talent transfers.

# CHAPTER 4

## **MANAGEMENT OF SERVICES AND CLOSING LAYOFF EVENTS IN IEBS**

### **Chapter Objective**

The final phase of Rapid Response is to develop and implement an effective service delivery plan using a coordinated, non-duplicative service strategy tailored to the needs of the dislocated workers. This is documented in a "Plan for Services" and intended to guide all Rapid Response team members in implementation.

This chapter provides guidance on the following activities related to the Plan for Services:

- 4.1 Developing a Plan for Services
- 4.2 Minimum Components of the Plan for Services
- 4.3 Documenting the Plan for Services in IEBS
- 4.4 Implementing the Plan for Services
- 4.5 Closing Services in IEBS

### **4.1 DEVELOPING A PLAN FOR SERVICES**

All Rapid Response team members, in consultation with the employer and employee/union representative, shall coordinate to develop a Plan for Services.

Consistent with the threshold defined in Section 1.1 of this manual, the Workforce Development Specialist will have lead responsibility for coordinating Rapid Response team members and developing the Plan for Services for state-level events. The LWIA will have lead responsibility for coordinating Rapid Response team members and developing a Plan for Services for local-level events.

The Plan for Services should be customized to the specific factors that are relevant to each dislocation event. The ultimate goal, in all cases, should be to select the menu of services that have the most promise of preventing or minimizing unemployment for that particular group of workers. This includes identifying and connecting with businesses that may hire the affected dislocated workers.

The Rapid Response team shall utilize data from the Rapid Response Outreach Meeting and the Dislocated Worker Questionnaire to identify workers' specific needs and career goals. As questionnaire results are reviewed and analyzed, and eligibility determinations are made, the LWIA will coordinate and provide the appropriate career and training services as appropriate and allowable by local policy; make referrals to the appropriate partner programs for additional services; and work with community organizations to provide additional services to assist affected workers.

The range of services may include the following: career services such as resume writing, assistance with online job applications, career exploration, labor market information, testing/assessment, career planning, case management, skills upgrade, information on applying for employment benefits, job search and placement assistance, and training or retraining. Training services may include On-the-Job Training, Classroom Training, or Incumbent Worker Training in relation to layoff aversion strategies.

## 4.2 MINIMUM COMPONENTS OF THE PLAN FOR SERVICES

In general, the Plan for Services clearly outlines the role of each Rapid Response team member, the specific services that will be provided to workers, the timeline for services to be carried out, and the funding sources to cover the cost of the dislocation event.

Specifically, the Plan for Services must include the following components:

1. **Service Matrix:** Summarize all WIOA/Trade/CEJA Displaced Energy Worker Bill of Rights services that will be carried out and the agency or service provider responsible for implementing those services.
2. **Timetable:** Identify the schedule of activities to be carried out within a specific time period based upon the anticipated schedule of layoffs. Generally, the Plan for Services will specify an end date between eighteen (18) and twenty-four (24) months after the initial layoff date.
3. **Funding strategy:** Outline facts known about the availability of LWIA allocated funds, State and national reserve funds, Trade funds, company or union benefits, and other in-kind contributions to support the anticipated cost of the dislocation event. The costs must be budgeted according to WIOA/Trade cost reporting requirements to ensure integration with planned WIOA/Trade Program Performance Goals.
4. **Performance goals:** Define quarterly activity and performance goals, including the following:
  - Enrollments.
  - Terminations.
  - Service levels.
  - Estimated entered employment rate.
  - Wage at placement.
  - Cost per entered employment.
  - Wage replacement rate; and
  - For Trade customers, performance must also be defined.
5. **Special service arrangements:** Document provisions for such special arrangements as on-site services.
6. **Outreach strategy:** Identify specific ways in which the Rapid Response Team will inform the affected workers of the services available to them and conduct the formal intake process. A custom strategy for outreach and recruitment of workers could include the delivery of additional Outreach Meetings, targeted mailings, or other measures deemed necessary by the Rapid Response team.
7. **Other significant issues affecting implementation:** Identify any other significant issues that may affect the delivery of services. This could include ongoing economic development activities in the local area, ongoing collective bargaining issues, unique eligibility questions, or uncertainty about key facts concerning the dislocation.

## 4.3 DOCUMENTING THE PLAN FOR SERVICES IN IEBS

The Plan for Services must be documented in IEBS, ensuring all Rapid Response team members have access to and can see up-to-date information about the status of Rapid Response efforts. Timely entry of data is also critical to accurately assess needs for additional financial assistance at the state and federal levels. All funding requests under WIOA should also be documented in IEBS.

Consistent with the threshold defined in Section 1.1 of this manual, the Workforce Development Specialist will be responsible for documenting the Plan for Services in IEBS for state-level events.

The LWIA will be responsible for documenting the Plan for Services in IEBS for local-level events.

#### **4.4 IMPLEMENTING THE PLAN FOR SERVICES**

Rapid Response team members shall implement services for dislocated workers in accordance with Part 680 – Adult and Dislocated Worker Activities under Title I of the Workforce Innovation and Opportunity Act (WIOA). Services for Trade Program customers shall be carried out in accordance with applicable Trade Program rules and regulations. Services for displaced energy workers shall be carried out in accordance with the CEJA Displaced Energy Worker Bill of Rights.

The Workforce Development Specialist in state-level events and the LWIA in local-level events is responsible for documenting outcomes of each Rapid Response activity through the implementation phase, which is critical to effectively manage the response and evaluate layoff aversion efforts.

#### **4.5 CLOSING EVENTS IN IEBS**

Consistent with the threshold defined in Section 1.1 of this manual, the Workforce Development Specialist will be responsible for designating State-level dislocation events as inactive in IEBS. The LWIA will be responsible for designating local-level dislocation events as inactive in IEBS.

Inactive status will be given to an event that is at least eighteen (18) months old, has fewer than five (5) registrants, and has no recent activity documented in IEBS. While services generally are carried out for eighteen (18) to twenty-four (24) months after the initial layoff date, some events will last longer because of layoff schedules. Other events will be designated as inactive almost immediately after the layoff date if services are unnecessary (e.g., a layoff of highly employable, white-collar workers).

The Workforce Development Specialist in state-level events and the LWIA in local-level events should review the IEBS report on a monthly basis. Inefficiencies should be addressed with the applicable Rapid Response team members to ensure all updates are made as required.

# CHAPTER 5

## **DEFINITIONS AND RESOURCES**

### **5.1 DEFINITIONS**

The table below identifies terms and definitions that are commonly used during Rapid Response events.

<b>ACRONYMS / TERMS</b>	<b>DEFINITION</b>
ATAA	Alternative Trade Adjustment Assistance
BESA	Business Economic Support Act
CEJA	Climate and Equitable Jobs Act
CEO	Chief Elected Official
Displaced Energy Worker Bill of Rights under CEJA	The Displaced Energy Worker Bill of Rights ensures workers impacted by electric energy plant or mine closures receive timely and coordinated support.
DOL	United States Department of Labor
DWU	Dislocated Worker Unit
EDWAA	Economic Dislocation and Worker Adjustment Assistance Act
Employer	Local contact for the company
ES	Employment Services
FEIN	Federal Employer Identification Number
FOIA	Freedom of Information Act
IEBS	Illinois Employment Business System
IDES	Illinois Department of Employment Security
Initial Meeting	The Initial Meeting occurs in response to a WARN or notification of a potential layoff. The Workforce Development Specialist or LWIA staff schedule and conduct the Initial Meeting in order to obtain additional information about the dislocation events and develop a plan for service, including Rapid Response outreach meetings.
IWDS	Illinois Workforce Development System
Layoff Aversion	DOL ETA considers a layoff averted when either: 1) a worker's job is saved with an existing employer that is at risk of downsizing or closing; or 2) a worker at risk of dislocation transitions to a different job with the same employer or a new job with a different employer and experiences no or a minimal period of unemployment.
LMC	Labor Management Committee
LWIA	Local Workforce Innovation Area
LWIB	Local Workforce Innovation Board
MLS	Mass Layoffs Statistics
OET	Office of Employment and Training
PAN	Peer Advisor Networks
Rapid Response Outreach Meeting	The Rapid Response Outreach Meeting is a coordinated meeting with State, local, labor representatives, and other partners as necessary in order to provide overall information of available services as well as

<b>ACRONYMS / TERMS</b>	<b>DEFINITION</b>
	gather demographic information about the affected workforce.
RTAA	Reemployment Trade Adjustment Assistance
SRS	Sector Recruitment Specialist
Trade	The Trade Act of 1974 (19 USC, Section 2271, et seq.), as amended
TRA	Trade Readjustment Assistance
UI	Unemployment Insurance
WARN	Federal Worker Adjustment and Retraining Notification Act <b>and</b> Illinois Worker Adjustment and Retraining Notification Act
WARN Processing Unit	The entity of the state that is responsible for receiving WARN and reporting Human Rights notices.
WDS	Workforce Development Specialist
WorkShare IL	Program administered by IDES that allows employers to reduce worker hours by twenty (20)% to sixty (60)% instead of laying people off. Employees keep working reduced hours and receive matching unemployment benefits to help offset lost pay.
WIOA	Workforce Innovation and Opportunity Act

## 5.2 CONTACTS

The name and contact information for the Department of Commerce can be found at: <https://www.illinoisworknet.com/LayoffRecovery/Pages/LayoffAssistanceEmployers.aspx>.

## 5.3 RAPID RESPONSE RESOURCES

A library of resources, including marketing materials and related information, can be found at: <https://www.illinoisworknet.com/partners/Pages/Rapid-Response-Resources.aspx>.

A library of resources for the Department of Commerce OET staff is posted on the Department of Commerce Network Drive at: [DCEO.RR Subgroup | General | Microsoft Teams](#)

### Workforce Professional Resources

Rapid Response tools and information can be accessed from the Illinois WorkNet Workforce and Education Partner Layoff Assistance Online Guide (login required) at: <https://www.illinoisworknet.com/partners/Pages/default.aspx>.

### Local Workforce Innovation Area

The latest updated list with names, addresses, and phone numbers can be found at: <https://www.illinoisworknet.com/Training/Pages/wioacenters.aspx>.

### Illinois Department of Employment Security Resources

Additional tools and resources are available at the IDES website at: <https://ides.illinois.gov/resources.html>

## 5.4 Toolkit for Displaced Energy Workers Bill of Rights under CEJA

The Displaced Energy Workers Bill of Rights provides requirements for the Illinois Department of Commerce and Economic Opportunity (DCEO) and investor-owned electric generating companies or coal mines to support a smooth transition for displaced energy workers.

The Climate and Equitable Jobs Act (CEJA) became law P.L. 102-0662 on September 15, 2021, that includes a Bill of Rights for dislocated energy workers. DCEO's role through CEJA is to help Illinois residents prepare for and train to capitalize on jobs in the clean energy industry, and to provide support to workers and communities facing plant closures.

When providing Rapid Response services, refer to the checklist and crosswalk below to ensure that DCEO, partner agencies, and employers are adhering to the Displaced Energy Worker Bill of Rights. All related efforts should be documented in the IEBS system.

- ✓ The company should provide advance notice (***WARN Notice***) of power plant or coal mine closure.
- ✓ DCEO shall take reasonable steps to ensure that all displaced energy workers are educated on dislocated worker services and the various workforce programs available to assist with the transition, including but not limited to, ***dislocated worker and Rapid Response services***. DCEO will develop an outreach strategy (***company layoff page, event flyer, etc.***), workforce toolkit, and quick action plan to deploy when closures are announced. This strategy will include identifying any additional resources that may be needed to aid worker transitions that would require contracting services.
- ✓ DCEO and partner agencies shall provide information and consultation (***as part of Rapid Response workshops and LWIA follow-up***) to displaced energy workers on various employment and educational opportunities available to them, supportive services, and advise workers on which opportunities meet their skills, needs, and preferences.
  - (A) Available services (***presented at Rapid Response workshops***) will include reemployment services, training services, work-based learning services, and financial and retirement planning support.
  - (B) DCEO and partner agencies (***through American Job Centers and Illinois workNet***) will provide skills matching as part of career counseling services to enable assessment of the displaced energy worker's skills and map those skills to emerging occupations in the region or nationally, or both, depending on the displaced worker's preferences. The company must also provide job descriptions and any training the employee receives on the job to help with skills matching and transition services.
  - (C) For energy workers who may be interested in entrepreneurial pursuits, ***DCEO and partner agencies*** will connect these individuals with their area Small Business Development Center, procurement technical assistance centers, and economic development organizations to engage in services, including, but not limited to, business consulting, business planning, regulatory compliance, marketing, training, accessing capital, and government bid certification assistance.



- ✓ (4) Financial planning services (*DCEO and the LWIA should coordinate efforts between the employer (employee benefits administrator could participate in the RR workshop), Credit Union, AJC (financial literacy workshop), and the Employee Benefits Security Admin*). Displaced energy workers shall be entitled to services as described in the energy worker programs in this subsection, including financial planning services.

### **Crosswalk Between the Displaced Energy Workers Bill of Rights (CEJA) and Rapid Response Services (WIOA)**

<b>Displaced Energy Bill of Rights Requirements</b>	<b>Rapid Response Services</b>
(a) The Department of Commerce & Economic Opportunity (The Department or DCEO), in collaboration with the Department of Employment Security, shall have the authority to implement the Displaced Energy Workers Bill of Rights and shall be responsible for the implementation of the Displaced Energy Workers Bill of Rights programs and rights created under this Section. For purposes of this Section, "closure" means the permanent shutdown of an electric generating unit or coal mine. The Department shall provide the following benefits to displaced energy workers listed in paragraphs (1) through (4) of this subsection:	As part of Rapid Response, DCEO will provide investor-owned electric generating companies or coal mines with services to support a smooth transition for energy workers. All related efforts should be documented in IEBS.
(1) Advance notice of power plant or coal mine closure.	Employer WARN requirement.
(A) The Department shall notify all energy workers of the upcoming closure of any qualifying facility as far in advance of the scheduled closing date as it can. The Department shall engage the employer and energy workers no later than within thirty (30) days of a closure or deactivation notice being filed by the plant owner to the Regional Transmission Organization of jurisdiction, within thirty (30) days of the announced closure of a coal mine, within thirty (30) days of a WARN notice being filed with the Department, or within thirty (30) days of an announcement or requirement of cessation of operations of a plant or mine from another authoritative source, whichever is first.	<p>DCEO deploys an outreach strategy and takes quick action to provide Rapid Response Services when closures are announced. Proactive services as part of layoff aversion can be provided as part of the initial investigation prior to receiving a formal notice.</p> <p>Upon notice, the WARN Act requires that initial contact be made within forty-eight (48) hours.</p> <p>With support from the employer, Union, and partner agencies, displaced workers are educated on various programs and services available through DCEO, including but not limited to the Dislocated Worker and Rapid Response programs.</p>

<p>(B) In providing the advance notice described in this paragraph (1), the Department shall take reasonable steps to ensure that all displaced energy workers are educated on the various programs available through the Department to assist with the energy transition.</p>	<p>The following steps/resources are incorporated as part of Rapid Response:</p> <ul style="list-style-type: none"> <li>• Outreach to the employer within forty-eight (48) hours of layoff notice</li> <li>• Coordination of partners which include IDES, LWIA, etc. (USDOL Employee Benefit, IL Dept of Insurance)</li> <li>• Delivery of Rapid Response Workshops</li> <li>• Establishing a dedicated company layoff page</li> <li>• Utilizing the dislocated worker survey/questionnaire</li> <li>• LWIAs can apply for IE funding (IWT and other services)</li> </ul>
<p>(2) Education on programs. The Department shall take reasonable steps to ensure that all displaced energy workers are educated on the various programs available through the Department to assist with the energy transition, including, but not limited to, the Illinois Dislocated Worker and Rapid Response programs. The Department will develop an outreach strategy, workforce toolkit, and quick action plan to deploy when closures are announced. This strategy will include identifying any additional resources that may be needed to aid worker transitions that would require contracting services.</p>	<p>The Department will introduce displaced energy workers to <a href="#">CEJA workforce programs</a>.</p> <p>The <a href="#">Displaced Energy Worker Dependent Transition Scholarship Program</a> provides scholarship assistance to children (including adopted and stepchildren) of eligible displaced energy workers.</p>
<p>(3) The Department shall provide information and consultation to displaced energy workers on various employment and educational opportunities available to them, supportive services, and advise workers on which opportunities meet their skills, needs, and preferences.</p>	<p>This is accomplished through:</p> <ul style="list-style-type: none"> <li>• Rapid Response Workshops</li> <li>• Available Basic and Career Services at American Job Centers</li> </ul>
<p>(A) Available services will include reemployment services, training services, work-based learning services, and financial and retirement planning support.</p>	<p>These available services are offered as part of Rapid Response workshops. The workshop can incorporate the employer's benefits administrator to share information on severance packages and retirement. During the workshop representatives from DOL provide information on retirement and healthcare options. Additionally, financial literacy workshops can often be coordinated through the Union, Credit Union, or as follow-up through the American Job Center.</p>

<p>(B) The Department will provide skills matching as part of career counseling services to enable assessment of the displaced energy worker's skills and map those skills to emerging occupations in the region or nationally, or both, depending on the displaced worker's preferences.</p>	<p>DCEO will work with partner agencies under WIOA and will provide skills matching, reemployment services, training, work-based learning, and financial and retirement planning to displaced workers, among other services, in line with our existing offerings.</p> <p>Individual services are offered at American Job Centers through individual career planning.</p>
<p>(C) For energy workers who may be interested in entrepreneurial pursuits, the Department will connect these individuals with their area Small Business Development Center, procurement technical assistance centers, and economic development organizations to engage in services, including, but not limited to, business consulting, business planning, regulatory compliance, marketing, training, accessing capital, and government bid certification assistance.</p>	<p>Referral to Small Business Development Centers (SBDC) and locations offering employer services throughout Illinois. During the Rapid Response workshop, Illinois workNet can be an additional resource for related information.</p>
<p>(4) Financial planning services. Displaced energy workers shall be entitled to services as described in the energy worker programs in this subsection, including financial planning services.</p>	<p>During the workshop representatives from DOL provide information on retirement and healthcare options. Additionally, financial literacy workshops can often be coordinated through the Union, Credit Union, or as follow-up through the American Job Center.</p>
<p><b>(b) Plant owners and the owners of coal mines located in Illinois shall be required to comply with the requirements set out in this subsection (b). The owners shall be required to take the following actions:</b></p>	<p>Employer-driven.</p>
<p>(1) Provide written notice of deactivation or closure filing with the Regional Transmission Organization of jurisdiction to the Department within forty-eight (48) hours, if applicable.</p>	<p>Employer-driven.</p>
<p>(2) Provide employment information for energy workers; ninety (90) days prior to the closure of an electric generating unit or mine, the owners of the power plant or mine shall provide energy workers information on whether there are employment opportunities provided by their employer.</p>	<p>Rapid Response can request information on transfers and available job opportunities to document any layoffs averted.</p>

<p>(3) Annually report to the Department on announced closures of qualifying facilities. The report must include information on the expected closure date, the number of employees, planning processes, services offered for employees (such as training opportunities) leading up to the closure, efforts made to retain employees through other employment opportunities within the company, and any other information that the Department requires in order to implement this Section.</p>	<p>WARN correspondence requires the following information: the name and address of the employment site(s) where the plant closing or mass layoff will occur; • Whether the planned action is expected to be permanent or temporary and if the entire location is to be closed, a statement to that effect; • The expected date of the first separation and the anticipated schedule for making separations; • The names, addresses and phone numbers of the affected employees; • The job titles of positions to be affected and the number of affected employees in each job classification; (for multiple sites, list per site) • A statement as to the existence of any applicable bumping rights; • The name of each union representing affected employees and the name and address of the chief elected officer of each union, if none please state; • The name and telephone number of a company/agency official to contact for further information; and • The employer's Federal Employer Identification Number (FEIN) for the dislocating company. (The FEIN should be included on all WARN correspondences.)</p>
<p>(4) Ninety (90) days prior to the closure date, provide a final closure report to the Department that includes the expected closure date, the number of employees and salaries, transition support the company is providing to employees, and timelines, including assistance for training opportunities, transportation support or childcare resources to attend training, career counseling, resume support, and others. The closure report will be made available to the chief elected official of each municipal and county government within which the employment loss, relocation, or mass layoff occurs. It shall not be made publicly available.</p>	<p>This information shall be requested during the initial employer meeting and as part of ongoing communication during the layoff event.</p>

<p>(5) Ninety (90) days prior to the closure date, provide job descriptions for each employee at the plant or mine to the Department and the entity providing career and training counseling.</p>	<p>Some employers utilize a third party for outplacement services. The American Job Centers can also serve as a resource to provide career and training counseling. Additionally, upon receipt, the job descriptions will be shared with the LWIA as a resource to support the reemployment efforts of impacted workers.</p>
<p>(6) Ninety (90) days prior to the closure date, make available to the Department and the entity providing career and training counseling any industry-related certifications and on-the-job training the employee earned to allow union training programs, community colleges, or other certification programs to award credit for life experiences in order to reduce the amount of time to complete training, certificates, or degrees for the dislocated employee.</p>	<p>The employer will be notified of this required information during the initial meeting. If an employer is cross-training or upskilling workers to convert facilities to energy storage, funding may be available to offset the employer training costs.</p>

## 5.5 GOVERNING LEGISLATION AND POLICY LETTERS:

- [Workforce Innovation and Opportunity Act \(WIOA\); \(PL 113-128\)](#)
- [Workforce Innovation and Opportunity Act; Final Rule \(20 CFR Part 603, et al.\)](#)
- [The Worker Adjustment and Retraining Notification Act \(WARN\); \(PL 100-379\)](#)
- [Worker Adjustment and Retraining Notification; Final Rule \(20 CFR 639\)](#)
- [Illinois Worker Adjustment and Retraining Notification Act \("Illinois WARN"\) \(820 ILCS 65\)](#)
- [Illinois Department of Labor \(IDOL\) WARN Act Rules](#)
- [Business Economic Support Act \(30 ILCS 760\)](#)
- [The Trade Adjustment Assistance Reauthorization Act of 2015 \(TAARA 2015\), Title IV of the Trade Preferences Extension Act of 2015 \(PL 114-27\)](#)
- [Trade Adjustment Assistance Extension Act of 2011 \(PL 112-40\) \(TAAEA\)](#)
- [Trade and Globalization Adjustment Assistance Act of 2009, Division B, Title I, Subtitle I of the American Recovery and Reinvestment Act of 2009 \(PL 111-5\) \(TGAAA\)](#)
- [Trade Adjustment Assistance Reform Act of 2002, Division A, Title I, Subtitle A of The Trade Act of 2002 \(PL 107-210\), as amended by the Miscellaneous Trade and Technical Corrections Act of 2004 \(PL 108-429\) \(TAARA\)](#)
- [Chapter 2 of Title II of the Trade Act of 1974, as amended \(PL 93-618\) \(1974 Act and, as amended, Trade Act\)](#)
- [Code of Federal Regulations, Section 618](#)
- [Petition for Trade Adjustment Assistance \(TAA\) \(OMB No. 1205-0342, expires: 09/30/2022\)](#)
- [TEGL 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act \(WIOA\) and the Wagner-Peyser Act Employment Service \(ES\), as amended by Title III of WIOA, and for Implementation of the WIOA Final Rules](#)
- [TEGL 9-24 National Dislocated Worker Grant Program Guidance and Application Information](#)
- [TEGL No. 22-08, Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade and Globalization Adjustment Assistance Act of 2009, and its \[Change 1\]\(#\)](#)
- [TEGL No. 11-02, Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade Act of 2002, and its \[Change 1\]\(#\), \[Change 2\]\(#\), and \[Change 3\]\(#\)](#)
- [TEN No. 23-14, How-to-Guide for Completing a Petition for the Trade Adjustment Assistance \(TAA\) Program and Partnering with Rapid Response Teams to Improve the Quality of State-Filed Petitions](#)
- [TEN No. 31-11, The Rapid Response Framework](#)
- [TEN No. 14-10, Availability of an Electronic Submission Process for Petitions for Trade Adjustment Assistance \(TAA\): Employment and Training Administration \(ETA\) Form 9042 \(Office of Management and Budget \(OMB\) Control No. 1205- 0342\)](#)
- DCEO Trade Policy Letter No. 21-TAA-02, Change 1, Trade Adjustment Assistance (Trade) Program Policies and Procedures
- TEGL No. 13-21, Trade Adjustment Assistance (TAA) for Workers and Alternative Trade Adjustment Assistance (ATAA) and Reemployment Trade Adjustment Assistance (RTAA) Program Operations after June 30, 2022
- TEGL No. 04-20, Guidance on Integrating Services for Trade-Affected Workers under the Trade Adjustment Assistance Program (TAA Program) with the Workforce Innovation and Opportunity Act (WIOA) Title 1 Dislocated Worker (DW) Program
- TEGL No. 07-23, Ongoing Operations of the Trade Adjustment Assistance (TAA) for Workers

#### Program During Phase-Out Termination

- TEGL No. 24-20 and its Changes, Operating Instructions for Implementing the Reversion Provisions of the Amendments to the Trade Act Enacted by the Trade Adjustment Assistance Reauthorization Act of 2015
- [WIOA Policy Chapter 9 Section 2](#), Attachment: Illinois Employment Business System (IEBS)
- Displaced Energy Workers Bill of Rights ([20 ILCS 735/10-25](#))