



SAN JOAQUIN COUNTY WORKNET EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT POLICIES AND PROCEDURES DIRECTIVE

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
25-33	January 1, 2026	CMD, EDA	1 of 6
SUBJECT: RAPID RESPONSE ALERTS AND NOTIFICATIONS			

I. PURPOSE

Rapid Response activities are designed to assist employers and affected employees during layoffs, plant closings, or other displacements by providing timely information, transition assistance, and access to workforce services. The purpose of this policy is to establish clear standards and procedures for initiating and coordinating Rapid Response Team activities under the San Joaquin County WorkNet system.

II. GENERAL INFORMATION

The Worker Adjustment and Retraining Notification (WARN) Act establishes advance notice requirements for employers conducting certain plant closings, mass layoffs, or relocations, to protect workers, families, and communities by providing time to plan, seek reemployment, and access services.

Under the federal WARN Act ([29 U.S.C. §2101 et seq.](#)), employers with 100 or more full-time employees must provide at least 60 days' written notice prior to a covered plant closing or mass layoff. Notice must be provided to affected employees or their representatives, the state dislocated worker unit, and local government officials. Federal law allows limited exceptions to the 60-day notice requirement, including unforeseeable business circumstances, natural disasters, or faltering company conditions.

Under the Cal-WARN Act ([California Labor Code §§1400–1408](#)), employers operating a covered establishment with 75 or more employees must also provide at least 60 days' written notice prior to a mass layoff affecting 50 or more employees within a 30-day period, a plant closure, or a relocation of operations 100 miles or more. California WARN requires notice to affected employees, the Employment Development Department (EDD), the Local Workforce Development

Area (Local Area), and the chief elected official of each city and county government within which the termination, relocation, or mass layoff occurs.

Effective January 1, 2026, California WARN notices must include additional information to support timely Rapid Response coordination and worker access to services. Specifically, employers must:

- Indicate in the WARN notice whether they intend to coordinate Rapid Response services, such as a Rapid Response Orientation, through the Local Board, another entity, or not at all;
- If coordination through the Local Board or another entity is elected, ensure that coordination occurs within 30 days of the date the WARN notice is issued;
- Include a description of available Rapid Response activities;
- Provide information about the statewide food assistance program CalFresh, including an overview of benefits, the CalFresh benefits helpline, and a link to the CalFresh website; and
- Include a designated employer contact email address and phone number, as well as the phone number and email address of the applicable Local Board.

Advance notice and coordination under WARN is intended to ensure affected workers receive timely information and access to employment services, unemployment insurance guidance, training opportunities, and supportive services. The San Joaquin County Employment and Economic Development Department (EEDD) serves as the lead entity responsible for coordinating Rapid Response activities within the local America's Job Center of California (AJCC) system and for working collaboratively with EDD and partner agencies to deliver services to impacted employers and workers.

This directive supersedes PPD D-22, Rapid Response Alerts and Notifications, dated July 1, 2016.

References

- [29 U.S.C. §2101 et seq.](#), Federal WARN Act
- [California Labor Code §§1400–1408](#), Cal-Warn Act
- [WSD16-04](#), EDD Rapid Response Program Guidelines
- [WSIN 25-14](#), Amendments to the California Worker Adjustment and Retraining Notification Act

III. POLICY

It is the policy of the EEDD to initiate Rapid Response services upon receipt of a WARN notice from an employer or upon receipt of any other credible information indicating a pending layoff, plant closure, or workforce displacement. Rapid

Response services shall be delivered to affected workers in a timely, coordinated, and customer-centered manner, consistent with available resources and funding. All Rapid Response activities shall be coordinated by the designated Rapid Response Coordinator and Rapid Response Team, in collaboration with WorkNet Center partners and the Employment Development Department (EDD). The provision, documentation, and reporting of Rapid Response services shall comply with applicable federal WARN requirements, California WARN law, and Workforce Innovation and Opportunity Act (WIOA) regulations

IV. PROCEDURE

The Executive Director will designate the Rapid Response Coordinator who will have the responsibility of coordinating the delivery of Rapid Response services in San Joaquin County and convene the Rapid Response Team.

The Rapid Response Team will consist of the following staff:

1. EDA/Business Services/Business Retention and Expansion Specialist to facilitate the initial contact with the affected employer.
2. Client Management Division Manager or designee to coordinate the delivery of Rapid Response activities and post Rapid Response activities at the respective WorkNet/AJCC Center.
3. Representative of the State Employment Development Department (EDD) Cluster Manager or designee who will coordinate the delivery of EDD Rapid Response services.

A. Immediate Response

Upon receipt of a WARN notice or notification of a pending layoff or worker displacement, the Executive Director or designee or the designated Rapid Response Coordinator will release a notification containing the pertinent information on the displacement. The initial notification recipients will include, but will not be limited to the following:

1. The Management Team;
2. Designated members of the Rapid Response Team;
3. Rapid Response Team Agency Partners; and
4. Designated Reporting Staff.

B. Rapid Response Team Meetings

Upon receipt of a notification of a pending worker displacement in San Joaquin County, the designated staff on the Rapid Response Team shall

convene promptly to review the details of the employer action, develop a coordinated Rapid Response service plan, and identify affected employees eligible for on-site or virtual Rapid Response services. A preliminary report summarizing the situation, planned activities, and recommended course of action shall be presented to the management team at the first available management meeting.

C. Initial Contact with the Respective Employer

The Executive Director or designee shall designate the Rapid Response Team members responsible for initiating contact with the affected employer. The designated Rapid Response Coordinator is responsible for coordinating efforts to facilitate initial employer contact as soon as practicable by coordinating with the Rapid Response Team member(s). These initial responders may include, but are not limited to, the following:

1. Business Retention and Expansion Specialist or designated staff of the Economic Development Association;
2. Designated Rapid Response Coordinator; and
3. WorkNet Center Managers and Supervisors

D. Rapid Response Services

Rapid Response orientations are expected to be scheduled within ten business days of the initial employer contact whenever practicable and consistent with employer coordination, worker availability, and operational considerations. The services provided may include:

- On-site Rapid Response orientations
- Career counseling and assessments
- Referrals to training programs, unemployment insurance, and other workforce resources
- Individualized follow-up and post-layoff support

E. Rapid Response Activity Reports

Three reports are prepared following Rapid Response activities: an internal report submitted to the Rapid Response Coordinator and Executive Management, the Form 121 Report submitted to the State, and the Employer Contact Form 122 Report. The Business Retention and Expansion Specialist (or designated staff of the Economic Development Association), in coordination with the Designated Rapid Response Coordinator, completes the internal report and the Form 121 report. The Client Management Division Manager or designee who coordinates the delivery of Rapid Response activities and post Rapid Response activities at the respective WorkNet/AJCC Center will complete the Form 122 report.

The Designated Rapid Response Coordinator reviews the final submissions and forwards the finalized reports to the appropriate authority.

1. The San Joaquin County WorkNet Rapid Response Employer Contact Information Form

The San Joaquin County WorkNet Rapid Response Employer Contact Information form is initiated by the designated first responder for the Rapid Response activity. Employer information is gathered through available sources, including the WARN notice, employer correspondence, initial telephone communications, and, when applicable, an on-site visit.

During the site visit, the first responder schedules the Rapid Response orientation and forwards the completed Employer Contact Information form to the Rapid Response Team. Orientation details are provided to the designated orientation coordinator. In the absence of the orientation coordinator, the Rapid Response Coordinator facilitates service delivery and assigns the appropriate orientation presenter.

2. The State Rapid Response 121 Activity Report

The Rapid Response 121 Activity Report shall be completed with input from all Rapid Response Team members involved in the Rapid Response event and initiated promptly following service delivery to ensure timely documentation and reporting. The report is drafted by a designated recorder, in coordination with the Business Retention and Expansion Specialist or designated Economic Development Association staff, who gathers the required information and prepares the initial draft. The completed draft is forwarded to the Designated Rapid Response Coordinator for review, finalization, and submission to the Employment Development Department (EDD), as applicable.

A Rapid Response 121 Activity Report is required for events involving layoffs affecting fifty (50) or more workers, in accordance with federal and state WARN reporting requirements, and must be submitted within thirty (30) days of the Rapid Response event. Copies of finalized reports shall be distributed electronically to all Rapid Response Team members for recordkeeping and coordination purposes.

3. The State Employer Contact 122 Activity Report

The Rapid Response 122 Activity Report shall be completed with input from all Rapid Response Team members involved in the Rapid Response event and initiated promptly following service delivery to ensure timely documentation and reporting. The Client Management Division Manager or designee, who is responsible for coordinating the delivery of Rapid Response and post-Rapid Response activities at the

respective AJCC center, shall complete and submit Form 122. The completed draft is forwarded to the Designated Rapid Response Coordinator for review, finalization, and submission to the Employment Development Department (EDD), as applicable.

This report is intended to capture and report business solution strategies delivered to businesses during any stage of the business cycle that relate to and result in job retention and/or rapid re-employment. It is used to track whether affected employees have secured employment or have been retained by the new employer that assumed operations within 45 days of the layoff date. Verification of employment must be obtained from either the employer or the affected employee. Acceptable forms of documentation include an email confirmation, an employer verification letter, or a recent pay stub. Documentation must verify that the affected employee was either retained by the successor employer or obtained employment independently within 45 days of the layoff.

A 122 Report may be submitted for a "single" job retained at an existing employer and/or a single rapid re-employment with a different employer. This is a cumulative report. It is not a register of local activities. It is to be used to report only business solutions (incumbent worker training to prevent a layoff, Work Sharing or Talent Transfer) completed during the reporting quarter. The 122 Report must be completed quarterly; it is a cumulative report and submitted via email by the 20th of the month following the quarter's end to the Regional Advisor, with a "cc" to the Executive Director and Rapid Response Coordinator. The reporting period is from April 1 to March 31 of the following year.

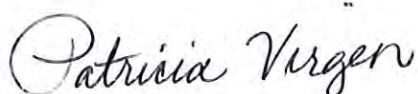
V. QUESTIONS REGARDING THIS DIRECTIVE

Questions regarding this policy and procedures directive should be referred to the designated Rapid Response Team Coordinator.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee will be responsible for updating this directive, as appropriate.

VII. APPROVED



PATRICIA VIRGEN
EXECUTIVE DIRECTOR

PV: vf