



RAPID RESPONSE CHECKLIST

[Jobs.mo.gov](https://jobs.mo.gov)



MAKE INITIAL EMPLOYER CONTACT WITHIN 24 HOURS

- ☐ Offer to schedule in-person, phone, or other virtual Rapid Response Meeting
- ☐ Begin gathering employer characteristics (at a minimum, obtains the list of occupations and pay rates) [DHEWD Employer Characteristics Form](#).
- ☐ If report of a layoff is found to be false, report findings to Danielle Smith and local job center staff
- ☐ Document employer contact with a service activity and case note in [MoJobs](#)

MEET WITH THE EMPLOYER TO DEVELOP A PLAN FOR RAPID RESPONSE ACTIVITIES (VIRTUALLY OR IN PERSON)

- ☐ Develop informational meetings for affected workers, including reviewing and customizing PowerPoint for the company ([Rapid Response PowerPoint](#))
- ☐ Discuss follow-up services
 - Workshops
 - Hiring Events
 - Other (such as retirement info or resources fair)
- ☐ Ensure affected workers are notified of meetings (work with the employer)
 - Posters
 - Flyers
 - Email

COMPLETE MEMO – SEND TO DANIELLE SMITH AT DHEWD

- ☐ Memo is to be sent to Danielle Smith (danielle.smith@dhewd.mo.gov) three days prior to the meeting (when possible) (Link to [Rapid Response MEMO](#))
- ☐ Provide the following information with the memo:
 - Senate & Representative names and district numbers [Legislative Lookup](#)
 - WDB director's name and email
 - Closest Job Center's Functional Leader's name and email or One-Stop Operator's name and email
 - Job Center OWD Supervisor's name and email, Operations Coordinator's name and email

PREPARE FOR RAPID RESPONSE INFORMATIONAL MEETING

- ☐ Contact UI for representation

- Email Amanda McComb at (DOLIR) (amanda.mccomb@labor.mo.gov) and provide date, time, and location of meeting.
- ☐ Request Labor Market Information (LMI) – A minimum of 3 business days are needed for LMI
 - Email Laura Lester (Laura.Lester@dhewd.mo.gov) and cc: Zeshan Hyder (Zeshan.Hyder@dhewd.mo.gov) to request LMI
 - In your email, indicate date of meeting(s), company name, location, and affected position titles
- ☐ Coordinate with partners to be available at the meeting
 - Local Job Center Representatives
 - Union rep (if appropriate) Jimmy Lappe (jlappe@moworks.org for auto supply manufacturing)
 - UAW – Kelly Spangler (kellys.letc@gmail.com)
 - DOL Employment Benefits Security Administration Representative (if appropriate) Christyona Pham (pham.christyona@dol.gov) or Jeri Winters (winters.jeri.l@dol.gov)
 - DHEWD and/or the LWDBs must submit a request to ett.dwd@dhewd.mo.gov, to enter the event into the “Rapid Response Lookup Table” in [MoJobs](#) with the following information:
Company Name, Worksite Location, Address, Senatorial/House of Representative District Number([Legislative Lookup](#)), Event Begin Date, Event Type(WARN or Non-WARN), Event Classification(Layoff or Closure), Trade Petition Status = N/A
- ☐ Prepare Sign-in Sheet
- ☐ Update PowerPoint ([Provide link to Power Point](#))
 - Insert LMI data (if available) on slide 17 and 18
 - Insert any local program and hiring event information (obtained from local Job Center)
 - Insert names, title, and contact information of each RAPID RESPONSE member
 - Make any modifications requested by the employer (obtained during employer meeting)
- ☐ Prepare informational packets for employees
 - Copy UI/LMI inserts for brochures (inserts will be emailed to you as far in advance as possible, but may not be available for last-minute meetings)
 - Rapid Response Team Flyer [Rapid Response Flyer One Pager](#)
 - How to File Unemployment UINTERACT Flyer [UINTERACT Flyer](#)
 - Protecting healthcare and retirement benefits information [EBSA Flyer](#)
 - EBSA Retirement/[Healthcare Red Handbook QR Code Flyer Link](#)
 - Local program information (ask local Job Center for applicable flyers)
 - Local hiring event information (ask local Job Center for all applicable flyers)

HOLD MEETING

- ☐ [Sign-in Sheet](#)
- ☐ Registration Paper Form [Registration Form](#)
- ☐ Provide informational packets

FOLLOW UP

- ☐ Deliver sign-in sheet to Job Center Supervisor, or designated partner staff to follow up with RAPID RESPONSE participants on [MoJobs](#) registrations and to provide services
- ☐ Engage employer to offer additional services