

RAPID RESPONSE CHECKLIST

1 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](#)

2 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

3 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) ([Rapid Response MEMO](#))
Provide the following information in 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 Supervisor's name and email, Operations Coordinator's name and email

4 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](#)

- 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 Flyer One Pager](#)
- How to File Unemployment [UINTERACT Flyer](#)
- Protecting healthcare and retirement benefits information [EBSA Flyer](#)
- EBSA Retirement/[Healthcare Red Handbook QR Code Flyer](#)
- Local program information (ask local Job Center for applicable flyers)
- Local hiring event information (ask local Job Center for all applicable flyers)

5 Hold Meeting

Print [Sign-in Sheet](#)

[Registration Form](#)

Provide informational packets

6 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