

# WORKFORCE SERVICES INFORMATION NOTICE

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: RR WARN CONTACT LIST UPDATED AND WARN LETTERS AVAILABLE IN CalJOBS<sup>SM</sup>

The Employment Development Department (EDD) is providing all Local Workforce Development Areas (Local Areas) with an updated Rapid Response (RR) Worker Adjustment and Retraining Notification (WARN) Contact List and information on the employer's WARN letters now available in CalJOBS<sup>SM</sup>.

### **Updated Rapid Response WARN Contact List**

The attached Rapid Response WARN Contact List (RR List) is the most up-to-date list. Only the RR contacts listed on the RR List are current recipients of CalJOBS<sup>SM</sup> WARN e-mail notifications.

RR Coordinators listed on the RR List, or appointed by the local Management Information System (MIS) Administrator, can submit revisions to add or remove contacts on the RR List to the California State WARN Coordinator (WARN Coordinator) at [WARNNotice@edd.ca.gov](mailto:WARNNotice@edd.ca.gov). When submitting revisions, please include the name of the Local Area, and the RR Coordinator's name, e-mail address, phone number and fax number. Each Local Area is limited to two contacts, a Primary and an Alternate.

RR Coordinators listed on the RR List are only subscribed to the CalJOBS<sup>SM</sup> WARN e-mail notifications, and are not granted access to the CalJOBS<sup>SM</sup> "Manage WARN Notifications" module containing filed WARNs and employer WARN letters. Please contact your Local Area's MIS Administrator for access to this CalJOBS<sup>SM</sup> module.

### **Employer's WARN Letters Now Available in CalJOBS<sup>SM</sup>**

WARNs filed in CalJOBS<sup>SM</sup> by the WARN Coordinator from August 21, 2015 forward will now include the WARN letters that were submitted by employers to the EDD. The employer's WARN letter(s) in Portable Document Format (PDF) can be found in the "Uploaded Documents" section of each WARN filed in CalJOBS<sup>SM</sup>.

For more information, please contact the State WARN Coordinator at [WARNNotice@edd.ca.gov](mailto:WARNNotice@edd.ca.gov).

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Central Office Workforce Services Division

Attachment is available on the Internet:  
[Rapid Response WARN Contact list](#)

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*