

# DIRECTIVE

## WORKFORCE INVESTMENT ACT

Number: WIAD04-22

Date: June 15, 2005  
69:43:jw:9218

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: STATE-REQUIRED SURVEYS OF DISLOCATED WORKERS

### EXECUTIVE SUMMARY:

#### Purpose:

The purpose of this directive is to reiterate the previously established requirement to conduct surveys of workers affected by significant layoff events that necessitate on-site Rapid Response orientations.

#### Scope:

This directive applies to Local Workforce Investment Areas (LWIAs) and other recipients of Workforce Investment Act (WIA) Dislocated Worker 25 Percent Rapid Response funds, as defined in WIA Directive [WIAD05-18](#).

#### Effective Date:

This directive is effective on the date of its issuance.

### REFERENCES:

- WIA Directive WIAD05-18, Dislocated Worker 25 Percent Funding Policy (June 14, 2006)

### STATE-IMPOSED REQUIREMENTS:

This directive consists entirely of State-imposed requirements.

### FILING INSTRUCTIONS:

This directive finalizes WIA Draft Directive WIADD-95, issued for comment on May 18, 2005. Retain this directive until further notice.

### BACKGROUND:

A requirement to conduct the surveys described in the "Purpose" statement, above, was established by State administrative action in 2003 and communicated to the workforce development community via WIA Directive WIAD03-3, Applications for Rapid Response Funding for PY (Program Year) 2003–04, which is now inactive. The present directive permanently communicates this requirement.

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## **POLICY AND PROCEDURES:**

Pursuant to a State administrative decision, recipients of WIA 25 Percent Rapid Response funds must conduct worker surveys in respect to every significant layoff event that necessitates on-site Rapid Response in their service areas. The term “significant layoff event” is defined by the local Workforce Investment Board, but must include all events that have been reported pursuant to the WARN (Worker Adjustment and Retraining Notification) Act.

The State recommends that these surveys be conducted at the Rapid Response orientation(s). At a minimum, the surveys must determine:

- The number of affected workers who have expressed an interest in receiving WIA-funded services;
- The kinds of services for which the affected workers have expressed an interest; and
- The number of affected workers who are not interested in WIA-funded services and why.

Attached is an example of a dislocated worker survey. This is an example only; there is no requirement to use this or, for that matter, any other specific survey format to elicit the above information.

Documentation of each survey must be maintained on file at each LWIA, together with a statement of the program action that was taken as a result of the findings of the survey. The number of workers who have completed a survey is to be reported on the Rapid Response Required Activities On-site Visit Form (Form 121, see WIA Directive [WSD09-13](#)).

The cost of such surveys may be charged to the formula portion of the Rapid Response funding that has been awarded.

## **ACTION:**

Make appropriate program staff aware of this directive.

## **INQUIRIES:**

If you have any questions, please contact your [Regional Advisor](#) at (916) 653-6347.

/S/ BOB HERMSMEIER  
Chief  
Workforce Investment Division

Attachment

## Example of a Dislocated Worker Survey

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Which best describes your plans:
  - I qualify for and plan to take retirement.
  - I plan to take some time off and look for work later.
  - I plan to return to work immediately but do not need assistance from the Career Center.
  - I plan to use the services of the Career Center to help me return to work.
3. Which best describes your current situation:
  - I believe I am ready and qualified for an immediate replacement job in the following field(s): \_\_\_\_\_
  - I believe I need to enhance my skills to become re-employed.
4. What best describes your education situation:
  - I have not graduated from high school nor attained a GED.
  - I have graduated from high school or attained a GED.
  - I have attended college.
  - I have graduated from college with a \_\_\_\_\_ degree (include post-graduate degree(s), if applicable).
 My major(s) are in \_\_\_\_\_
5. I have worked in my current occupation for \_\_\_\_\_ years.
6. I have worked for this employer for \_\_\_\_\_ years.
7. My current earnings from this job are: \_\_\_\_\_ (amount or range)
8. I have already lined up a replacement job?  Yes  No
9. I have already begun to search for a replacement job?  Yes  No  
If no, when do you plan to begin your job search? \_\_\_\_\_
10. I have interests in specific alternative occupations?  Yes  No  
If yes, what occupations? \_\_\_\_\_
11. If you were provided training, do you:
  - Have adequate resources for basic living expenses (food, housing, transportation) during that training?  Yes  No
  - Need to supplement your income while in training?  Yes  No
  - What level of income would you need to stay in training? \$ \_\_\_\_\_
12. Which of the following services might you need to subsist while searching for work or while receiving training?
 

<input type="checkbox"/> Public Assistance	<input type="checkbox"/> Unemployment Insurance
<input type="checkbox"/> Childcare	<input type="checkbox"/> Transportation assistance
<input type="checkbox"/> Housing assistance	<input type="checkbox"/> Education/training grants