Employment Development Department
State of California

INFORMATION NOTICE

Date: October 31, 2017 **Number:** WSIN17-15
Expiration Date: 11/30/2019

RR WARN CONTACT LIST AND CalJOBS^{SM} MANAGE WARN NOTIFICATIONS MODULE

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 pertaining to the "Manage WARN Notifications" module in CalJOBS.

Rapid Response WARN Contact List
The attached Rapid Response WARN Contact List (RR List) contains the list of RR contacts for each Local Area. The RR contacts included on the RR List are the only individuals that receive CalJOBS WARN email notifications.

The RR contacts and others appointed by the local Management Information System (MIS) Administrator are the only individuals authorized to submit revisions to add or remove contacts on the RR List. To submit revisions, email the State WARN Coordinator at WARNNotice@edd.ca.gov, and include the name of the Local Area, and the RR contact's name, email address, phone number, and fax number. Each Local Area is limited to two contacts: a primary contact and an alternate contact. The RR contacts are only subscribed to receive CalJOBS WARN email notifications and are not granted access to the CalJOBS "Manage WARN Notifications" module.

CalJOBS "Manage WARN Notifications" Module
The "Manage WARN Notifications" module in CalJOBS contains filed WARN notifications and the employer's WARN letter(s). The employer's WARN letter(s) in Portable Document Format (PDF) can be found in the "Uploaded Documents" section of each WARN notification. Please contact your Local Area's MIS Administrator for access to this CalJOBS module.

For more information, contact the State WARN Coordinator at WARNNotice@edd.ca.gov.

/S/ JAIME L. GUTIERREZ, 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.