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Office of Compliance Issuance

21-2026

Release Number-Program Year

Active Date: 02/09/2026
Effective Date: 02/09/2026
Expiration Date: Continuous, until further notice

Family and Workforce Centers of America (FWCA) is the fiscal agent and workforce support organization for Saint Louis County Workforce Development.

SUBJECT:

Rapid Response Activities

ATTACHMENTS (if any): N/A

This Issuance is an official policy of St. Louis County Workforce Development.

This Issuance Affects:

- Workforce Innovation and Opportunity Act (WIOA) Programs
Title I: Adult
Title I: Dislocated Worker
Title I: Youth

FOR THE ATTENTION OF:

All applicable WIOA staff or subcontractors—Implementation of this policy is immediate and continuous.

RESCISSIONS: N/A

REFERENCES:

OWD Policy – Statewide Rapid Response Activity Policy
20 CFR Part 682.330 Subpart C

SUMMARY

This policy outlines St. Louis County Workforce Development (STLCOWD) Rapid Response activities.

BACKGROUND

STLCOWD will lead Rapid Response activities involving dislocation events impacting forty-nine (49) or fewer full-time workers.

SUBSTANCE

The purpose of this policy is to establish guidelines, procedures, and activities, for the coordination of events. STLCOWD will provide Rapid Response activities for impacted employers and employees during dislocation. The goal is to better serve eligible individuals who need employment and/or training.

According to 20 CFR 682.330, required Rapid Response activities include the following:

- Layoff aversion activities, if applicable.
- Immediate and onsite contact with affected employers, worker representatives, local community representatives to assess and plan:
 - Layoff schedule
 - Assistance needs
 - Reemployment prospects and
 - Available resources to meet the needs of the affected workers.
- Provide information and access to unemployment compensation benefits and programs, comprehensive one-stop system services, employment and training activities, including information for TAA program, PELL Grants, GI Bill, workshops, resource fairs, and job fairs to support reemployment efforts.
- Provide necessary resources and services including workshops, training, use of Missouri Job Centers, and career fairs to support reemployment.
- Facilitate regional partnerships, chief elected officials, community leaders, and others to ensure a coordinated response.
- Provide emergency assistance to customized layoffs or for disaster relief.
- Develop systems and processes to identify and gather information for early warnings about potential layoffs or opportunities for layoff aversion. This includes analyzing and acting on dislocation data and tracking outcome and performance data related to the Rapid Response activity.
- Develop and maintain partnerships with appropriate federal, state, and local agencies, employer groups, business and technical councils, labor organizations, and other organizations to conduct strategic planning to address dislocations and assess information.
- Provide additional assistance to local areas that experience disasters, mass layoffs, or dislocation events.
 - Calling, emailing, mailing, and posting on social media are methods to notify employees or employers of opportunities at the Missouri Job Center.

- If the employee’s bargaining representative and management agree voluntarily, Rapid Response staff will establish a labor committee known as the Transition Team.

Additional Strategies include:

- STLCOWD will lead Rapid Response activities involving dislocation events impacting forty-nine (49) or fewer full-time workers.
- STLCOWD will be responsible for coordinating with employers, impacted workers, Wagner-Peyser staff in the Missouri Job Center, Division of Employment Security, and other organizations as necessary.
- STLCOWD must provide on-site worker and employer informational meetings as needed.
- Workers impacted by smaller layoffs may be provided with informational packets.
- STLCOWD must:
 - Contact affected employees within twenty-four (24) hours of being informed of a potential layoff.
 - Inform the affected employer(s) about services.
 - Calling, emailing, mailing, and posting on social media are methods to notify employees or employers of opportunities at the Missouri Job Center.
 - Calling, mailing, and emailing should initially be utilized; social media is an additional option if the employer or employees are unresponsive.
 - Arrange an in-person meeting to plan the informational worker meetings.
 - Collaborate with required partners to ensure effective worker meetings are provided in a timely manner.

Onsite worker meetings and other services will be coordinated with the employer and delivered based on the employer and worker need regardless of the time of day. All on-site worker meeting details and scheduling must be approved by the employer prior to holding the meeting.

- All Rapid Response activities must be documented in the case management system. The Transition Team will submit a request to dwdsupport@dhewd.mo.gov to enter the event in the “Rapid Response Lookup Table” with the following information:
 - Company Name
 - Worksite Location
 - Address
 - Senatorial District
 - House of Representative District
 - Event Begin Date
 - Event End Date
 - Federal Reporting Number
 - Event Type
 - Event Classification
 - Trade (TAA) Petition Status
- STLCOWD and Transition Team must record Rapid Response activity in MoJobs within forty-eight (48) business hours after an event is held.

RESPONBILITIES

STLCOWD is responsible for overseeing activities of the Rapid Response Team (Transition Team).

TIMELINE

Implementation is immediate and continuous.

INQUIRIES

Please direct all questions or comments regarding this Issuance document to stlcowd@fwca-stl.com. All active, expired, or rescinded Issuances are available upon request.