

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF EMPLOYMENT AND TRAINING  
ADMINISTRATOR'S MEMO SERIES

ACTION  
 NOTICE ADM 12-01

ISSUE DATE: 2/01/2012  
DISPOSAL DATE: On going

\*PROGRAM CATEGORIES:

AS  FL  ML  TR  
 CR  IT  RA  WIA  
 FM  JC  TC  YA  
 LM  TA

**To:** Workforce Development Board Directors  
Local Rapid Response Coordinators

**From:** Lisa Boyd  
Division Administrator



**RE:** Policy for State Dislocated Worker Survey

**PURPOSE:**

To introduce the Department of Workforce Development (DWD) Dislocated Worker (DW) Survey and to communicate the Division of Employment and Training's (DET) new policy on conducting surveys of workers affected by mass layoffs and business closures that result in rapid response activities.

**BACKGROUND:**

A DW Survey has been developed that is to be used by all Workforce Development Areas (WDA) for the collection and analysis of information from dislocated workers threatened with layoff or recently laid off as a result of a permanent workforce reduction or business closure.

**POLICY:**

*Survey Distribution*

The survey is to be distributed by a State Rapid Response Coordinator or the appropriate Workforce Development Board's (WDB) rapid response representative whenever a dislocation event involves 25 or more individuals. A dislocation event may involve all layoffs occurring on one date or in phases. "Phased layoffs" are layoffs that occur on multiple dates over time but

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\*PROGRAM CATEGORIES:

AS--Apprenticeship  
Standards

CR--Civil Rights

FM--Financial Management  
Requirements

FL--Foreign Labor Certification

IT--IT Systems

JC--Job Center

LM--Labor Market  
Information

ML--Migrant Labor

RA--Refugee Assistance

TC--Tax Credit Programs

TA--Trade Assistance

TR--Transportation  
WIA--Workforce

Investment Act

YA--Youth Apprenticeship

are related to the same dislocation event – e.g., an employer that is eliminating production for a particular product lays off workers at different times as a result of the winding down process.

Completion of the survey, while voluntary, should be strongly encouraged. Surveys are typically distributed prior to layoff, during rapid response. If feasible, the surveys may be distributed and collected prior to any rapid response worker activities. Doing so is encouraged because it allows state and local rapid response representatives the opportunity to customize the information and services provided to the workers and determine the need for additional funding to serve the affected workforce. The surveys should, however, be distributed no later than the worker information sessions. Employees attending the information sessions should be instructed to complete and return the surveys prior to the end of the session.

When there is no opportunity to provide rapid response prior to layoff, a reasonable attempt should be made to contact the employees following layoff to, among other things, request survey completion. Typically, such efforts are best accomplished by requesting names and mailing information from the employer. If the information cannot be obtained from the employer, a request can be made to the Unemployment Insurance Division, through a State Rapid Response Coordinator, to run a scan of individuals collecting unemployment insurance benefits from the employer.

#### *Survey Collection*

**State Rapid Response.** When the dislocation event involves 50 or more individuals, the State Rapid Response Coordinator is responsible for survey distribution and collection. The State Coordinator will mail copies of the completed surveys to the appropriate WDB rapid response representative within five business days. If the WDB needs the copies sooner, the WDB should inform the State Coordinator and every attempt will be made to accommodate the request.

In some cases, the State Rapid Response Coordinator and the WDB rapid response representative may mutually agree that the latter is in a better position to distribute and collect the completed surveys. In this scenario, the WDB rapid response representative will mail the completed originals to DWD's DW Unit within five business days of receiving a completed batch of surveys related to the same dislocation event.

Mail completed surveys to:

Department of Workforce Development  
Division of Employment and Training  
Dislocated Worker Unit, GEF 1 - E100  
201 E. Washington  
P.O. Box 7972  
Madison, WI 53707

or send via Interdepartmental mail (accessed through the Job Centers).

**Local Rapid Response.** When the dislocation event involves 25 to 49 individuals, the WDB rapid response representative is responsible for survey distribution and collection. The WDB rapid response representative will mail the completed originals to DWD's Dislocated Worker Unit within five business days of receiving a completed batch of surveys related to the same dislocation event. Mailing information is provided above.

### *Accessing the Survey*

To access the survey, go to the DWD: Staff & Partners webpage, [http://dwd.wisconsin.gov/dwd/staff\\_partners.htm](http://dwd.wisconsin.gov/dwd/staff_partners.htm) and click on "Public Forms." You may search by form number (17123) or name (DW Survey).

The survey is available in English, Hmong, Somali, and Spanish. The survey can be translated into other languages as deemed necessary. Cost to DWD is about \$150 per survey version with a turnaround of approximately two business days. Translation requests should be directed to Gesina Mentink or Bill Zillmer, State Rapid Response Coordinators.

The survey is to be printed and manually completed by hand. The survey completion date, employer name and employer location may be entered prior to printing.

### *Modifying the Survey*

The survey is not to be modified. Any requests for modification should be directed to the State DW Unit. Including an addendum with additional questions is permitted and does not require approval by the DW Unit.

### *Maintenance by WDBs*

Eventually, DWD would like to develop and implement a system which would allow survey information to be entered and stored in a central repository with State and WDB partner access. DWD believes such a system would help to (1) reduce / eliminate duplicative efforts by the State and the WDBs with respect to entering and managing the survey data and (2) promote more effective and efficient use of the survey information. In the interim, however, the WDBs will be responsible for maintaining copies of all completed surveys for local analysis and use.

**ACTION SUMMARY STATEMENT:** This policy is effective immediately. Please make this information available to staff in your WDA involved with rapid response activities.

**CONTACT:** DET Rapid Response Coordinator Gesina Mentink, (608) 264-9821, [gesina.mentink@dwd.wi.gov](mailto:gesina.mentink@dwd.wi.gov) or Bill Zillmer, (608) 266-0745, [william.zillmer@dwd.wi.gov](mailto:william.zillmer@dwd.wi.gov).

**Attachment(s):** DWD DW Survey