LAYOFF AVERSION TECHNICAL ASSISTANCE CHECKLIST

Company Information Company Name Street Address City Zip Code WARN Information (If Applicable) WARN Yes No Notes: Non-WARN Yes No Notes: Notification 1. Agency notified CSS within 24 hours by email: Yes No Notes: Planning Meeting Yes No Notes: Yes No Notes: Yes No Notes: Planning Meeting Yes No Notes: Yes Yes No Notes: Yes Yes	Agency Name:	Date of Visit:	
Company Name Street Address Street			Comments
Company Name Street Address Street Address City Zip Code	Company Informat	ion	Both System and Paper
Street Address City Zip Code	Company Name		Application Match:
WARN Information (If Applicable) WARN Yes	Street Address		
WARN Information (If Applicable) WARN Yes Yes No Notes: Non-WARN Yes Approval from LA County Yes No Notes: Notification 1. Agency notified CSS within 24 hours by email: Yes No Notes: Planning Meeting 1. Confirmation of invitation to RR Red Team: Yes No Notes: Planning Meeting 1. Confirmation of invitation to RR Red Team: Yes No Notes: Planning Meeting 1. Confirmation of invitation to RR Red Team: Yes No Notes: Layoff Aversion Number of At-Risk Jobs: Number of Jobs Saved: Number of Jobs Saved: Yes No Notes: Company Name matches WARN: Yes No, Notes: Yes No Notes: Number of Affected Local Yes No, Notes: Submitted Planning Meeting 122 Yes No, Notes: No Notes: Notes: Yes No Notes: N	City		
WARN Yes No Notes: Yes Yes No Notes: Yes	Zip Code		
WARN Yes No Notes: Yes Yes No Notes: Yes	WARN Information (If Applicable)		Dec. Secretal Mate
WARN # Non-WARN Yes No Other Activity Approval from LA County Yes No Other Activity Approval from LA County Yes No Notification 1. Agency notified CSS within 24 hours by email: Yes No Notes: Yes No Notes: Yes No Notes: Yes No Layoff Aversion Orientation Date of Visit: Yes No Notes: Number of At-Risk Jobs: Number of At-Risk Jobs: Number of At-Risk Jobs: Number of At-Risk Jobs: Number of Jobs Saved: On-site: Yes No 122 Forms Requirement Met: Yes No Notes: Yes No Notes: Yes No Notes: No Notes: Yes No			·
Non-WARN	WARN	☐ Yes	
Approval from LA County			
Company Name matches WARN: Company Name matches WARN: Company Name matches WARN: Company Name matches WARN: Submitted Planning Meeting 12 Yes No, Notes: No, N	Non-WARN		
Layoff Aversion Process	Other Activity	Approval from LA County Yes No	
Notification	Other Activity		
Notification	Lavoff Aversion Process		5
Yes			·
Planning Meeting	l I		
Yes			Notes:
Yes			
Yes	Planning Meeting	1. Confirmation of invitation to RR Red Team: Yes No	
Layoff Aversion Orientation Yes No		2. Did all RR Red Team Members Attend? Yes No	
Orientation		Notes:	
Orientation			
Yes	Layoff Aversion		
Number of Jobs Saved: On-site:	Orientation	Date of Visit:	
On-site:	☐ Yes ☐ No	Number of At-Risk Jobs:	
Tilled out completely: Yes No, Notes: Yes No Notes: Yes No Notes: Notes: Notes: Yes No, Notes: Yes Yes No, Notes: Yes Y		Number of Jobs Saved:	
Filled out completely:		On-site: Yes No	
Filled out completely:	122 Forms		Requirement Met
Filled out completely:	122 1 011113		· ·
(if applicable) Number of Affected Local Employees match WARN: Submitted Planning Meeting 122 Yes No, Notes:	Filled out completely: Yes No, Notes:		
Number of Affected Local Yes No, Notes: Employees match WARN: Submitted Planning Meeting 122 Yes No, Notes:			
Submitted Planning Meeting 122 Yes No, Notes:	Number of Affected Local Yes No, Notes:		
I I I I I I I I I I I I I I I I I I I	Submitted Plann		

0 1 14 10 1 4 4 400 1	No, Notes:			
Submitted Orientation 122 Yes				
(within 5 days of activity)				
Comments match information: Yes	☐ No, Notes:			
Laveff Aversian Dackets				
Layoff Aversion Packets		Requirement Met:		
Folder/Packet Ir	formation	☐ Yes ☐ No		
Contractor Forms	EDD Forms	Notes:		
AJCC Rapid Response Folders	DE 8717 UI - UI Book Mark			
AJCC Rapid Response directories	DE 8714T- Fact Sheet-Vet Employ-			
AJCC Rapid Response directories	Program			
AJCC Rapid Response Survey	DE 2320- For Your Benefits			
7.000 Kapia Kooponio Garvey	BE 2020 TOT YOUR BOTTOM			
UI benefits brochures	DE 8217 - Register with CalJOBS			
Layoff Aversion Contractor File				
		Requirement Met:		
	Comments	☐ Yes ☐ No		
Copy of WARN or Email of Non-WARN		Notes:		
		. 10.00.		
Communication Logs				
Copy of 121 Form				
Sign in Sheet(s)				
Employee Surveys				
Other				
Systemic Issues				
Layoff Aversion Monthly Reports	Requirement Met:			
Comments:		☐ Yes ☐ No		
AGENCY REPRESENTATIVE PRINT NAME	CSS REPRESENTATIVE PRINT NAME			
SIGNATURE	SIGNATURE			
DATE:	DATE:			
ORIGINAL-CSS COPY-CONTRACTOR	(September 2016)			