

## LAYOFF AVERSION TECHNICAL ASSISTANCE CHECKLIST

Agency Name: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Company Information		Comments							
<b>Company Name</b>		Both System and Paper Application Match: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:							
<b>Street Address</b>									
<b>City</b>									
<b>Zip Code</b>									
WARN Information (If Applicable)									
<b>WARN</b>	<input type="checkbox"/> Yes  <b>WARN #</b>	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:							
<b>Non-WARN</b>	<input type="checkbox"/> Yes  <b>Approval from LA County</b> <input type="checkbox"/> Yes <input type="checkbox"/> No								
<b>Other Activity</b>									
Layoff Aversion Process									
<b>Notification</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	1. Agency notified CSS within 24 hours by email: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:							
<b>Planning Meeting</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	1. Confirmation of invitation to RR Red Team: <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Did all RR Red Team Members Attend? <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:								
<b>Layoff Aversion Orientation</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>Date of Visit:</b></td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;"><b>Number of At-Risk Jobs:</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Number of Jobs Saved:</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>On-site:</b></td> <td><input type="checkbox"/> Yes    <input type="checkbox"/> No</td> </tr> </table>		<b>Date of Visit:</b>		<b>Number of At-Risk Jobs:</b>		<b>Number of Jobs Saved:</b>		<b>On-site:</b>
<b>Date of Visit:</b>									
<b>Number of At-Risk Jobs:</b>									
<b>Number of Jobs Saved:</b>									
<b>On-site:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No								
122 Forms									
<b>Filled out completely:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:							
<b>Company Name matches WARN: (if applicable)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:								
<b>Number of Affected Local Employees match WARN:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:								
<b>Submitted Planning Meeting 122 (within 5 days of activity)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:								

<b>Submitted Orientation 122</b> <i>(within 5 days of activity)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:	
<b>Comments match information:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:	
<b>Layoff Aversion Packets</b>		
<b>Folder/Packet Information</b>		Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
<b>Contractor Forms</b>	<b>EDD Forms</b>	
<input type="checkbox"/> AJCC Rapid Response Folders	<input type="checkbox"/> DE 8717 UI - UI Book Mark	
<input type="checkbox"/> AJCC Rapid Response directories	<input type="checkbox"/> DE 8714T- Fact Sheet-Vet Employ-Program	
<input type="checkbox"/> AJCC Rapid Response Survey	<input type="checkbox"/> DE 2320- For Your Benefits	
<input type="checkbox"/> UI benefits brochures	<input type="checkbox"/> DE 8217 - Register with CalJOBS	
<b>Layoff Aversion Contractor File</b>		
		Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
<input type="checkbox"/>	<b>Copy of WARN or Email of Non-WARN</b>	<b>Comments</b>
<input type="checkbox"/>	<b>Communication Logs</b>	
<input type="checkbox"/>	<b>Copy of 121 Form</b>	
<input type="checkbox"/>	<b>Sign in Sheet(s)</b>	
<input type="checkbox"/>	<b>Employee Surveys</b>	
<input type="checkbox"/>	<b>Other</b>	
<b>Systemic Issues</b>		
<b>Layoff Aversion Monthly Reports</b>		Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Comments:</b>  		
<i>AGENCY REPRESENTATIVE PRINT NAME</i>	<i>CSS REPRESENTATIVE PRINT NAME</i>	
<i>SIGNATURE</i>	<i>SIGNATURE</i>	
<i>DATE:</i>	<i>DATE:</i>	

ORIGINAL-CSS

COPY-CONTRACTOR

(September 2016)