



Illinois Dept. of Employment Security

- **Building and Sustaining a Collaborative Team - Service Integration**

Before Rapid Response

Step 1: Department of Commerce and Economic Opportunity (DCEO) contacts IDES Region to notify of a Rapid Response Request.
Asks for IDES contact for Rapid Response Presentation.

Step 2: DCEO provides WARN letter to IDES with employer contact information, including company name, location layoff date and how many affected

Step 3: DCEO, and all WIOA partners set up initial meeting with employer to give a brief description of available services.
Rapid Response Workshop dates and format are established.

Step 4: IDES Region contacts local office (LOM and FOS) requesting trained ESPR* to present Rapid Response. Provides local office with all information received from DCEO.

Step 5: LOM and or FOS provide ESPR for Rapid Response presentation to IDES Region.

Step 6: IDES Region provides response to DCEO contacts with IDES assigned ESPR/ Staff. *if none available, may be done by regional IDES Region.

Step 7: Report upcoming Rapid Response on Service Delivery Weekly Report under Economic Trends (All Layoff, Closures Info Here)
Co. Name, City, # of Workers impacted, Permanent or Temporary Layoff, RR scheduled? if so date.

Step 8: DCEO sends contact information for Rapid Response to all parties involved, including Workforce Development (Title 1); US Department of Labor Employee Benefits Security Administration; IDES (Title 3). This includes dates, times, locations, and delivery format virtual/or in person format.

Step 9: IDES staff review the Rapid Response PowerPoint from "Claims Resource Center"
<https://ilgov.sharepoint.com/sites/des/SitePages/Claims-Resource-Center.aspx> and P&P 5096.

During Rapid Response

Speaking Order

DCEO
USDOL
Title 1
Title 3

9. (cont.) Download presentation and saves. Make updates and changes to presentation, including current Min and Max -Weekly Benefit Amounts, contact information, current screens from IBIS and www.illinoisjoblink.com.

Step 10: IDES Staff gather appropriate handouts including "I Filed My claim" (include sticker with CSC number and IDES website); "What Every Worker Should Know About Unemployment Insurance"; Understanding the UI Finding Letter" and www.illinosjoblink.com Job Seeker Brochure.

10 (cont.)
Makes packets with above information. See documents on IDES website in File an Unemployment Claim. or on www.illinoisworknet - Layoff Recovery website.