

	West Central Region Local Policy	
	Subject: DW Employment Transition Team Policy	Release Date: 11/20/2019
	Reference: OWD Issuance 18-2020	Revision:

The Workforce Innovation and Opportunity Act (WIOA) requires each state to carry out statewide Employment Transition Team (ETT) activities and/or designate an entity to do so on its behalf. The Office of Workforce Development (OWD), in OWD Issuance 14-2022, has opted to operate the ETT Program at the state level in coordination with Local Workforce Development Boards (WDB).

The Employment Transition Team (ETT) consists of the Business Support Unit to act as the single point of contact for activities in response to disasters, mass layoffs, plant closings, or other events that precipitate substantial increases in the number of unemployed individuals in the area. Their role is to prevent or minimize the impact on workers, businesses, and communities.

Communication among the Business Support Unit, WDB Executive Director, and Missouri Job Center Functional Leaders is crucial to responding quickly and in a seamless fashion. The Business Support Unit ensures the local region is aware of any pending layoffs, the layoffs schedule, the number to be laid off and the occupations affected. The size of the layoff, the timing, and the employer's schedule will determine whether worker meetings will be conducted as on or off site events. Local staff shall not initiate contact with an employer regarding a layoff without first coordinating with the Business Support Unit.

Designated Missouri Job Center staff will assist the Business Support Unit by attending ETT meetings and cover the Missouri Job Center service portion of the presentations; staff will also participate in onsite or offsite services such as resource fairs, registration events, delivering ETT informational packets, and providing informational flyers.