

ATTACHMENT 28.

(DW) Employment Transition Team Policy



**KANSAS CITY & VICINITY
WORKFORCE DEVELOPMENT BOARD**



Serving the city of Kansas City, Mo. and Cass,
Clay, Platte, and Ray counties.

The Full Employment Council, Inc. (FEC) is the fiscal
agent and workforce support organization for the
Kansas City & Vicinity Workforce Development Board.

Workforce Innovation and Opportunity Act (WIOA) Policy

**COORDINATION OF EMPLOYMENT TRANSITION TEAM (ETT), (FORMERLY
KNOWN AS STATEWIDE RAPID RESPONSE) POLICY**

POLICY NUMBER: 2018-009

EFFECTIVE DATE: 02-07-2018

APPROVED BY

Clyde McQueen, President/CEO
Full Employment Council, Inc.,
Strategic Workforce Organization/Fiscal Agent
Kansas City and Vicinity Workforce Development Board

INQUIRIES

Questions about this Issuance should be addressed by email to Monique Johnston, Director of Program Development/Evaluation, at mjohnston@feckc.org. Monique Johnston shall respond, with copies to Officers and Managers, after securing the appropriate answers through Senior Management.

PURPOSE

The purpose of this Issuance is to provide guidance on ETT requirements, roles, responsibilities, and protocols in the local area when disasters, mass layoffs, plant closings, or other events occur that precipitate substantial increases in the number of unemployed individuals. This Issuance describes the measures that will take place in identifying potential layoffs and how information is shared with the Workforce Development Board Employment Transition Team Coordinators.

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) requires each state to carry out statewide ETT activities. The Division of Workforce Development (DWD) has designated Workforce Development Boards to coordinate ETT activities. DWD's Workforce Coordinators, located regionally, shall take the lead role in responding to layoff events, and shall be responsible for coordinating, providing, and overseeing ETT services in their assigned areas. This Issuance is based upon Missouri Division of Workforce Issuance 07-2015, Statewide Employment Transition Team Policy. This Issuance supersedes and replaces Issuance No. 2004-2, Dislocated Worker and Rapid Response Practices and Procedures Manual.

COORDINATING OF EMPLOYMENT TRANSITION TEAM (ETT) (FORMERLY KNOWN AS STATEWIDE RAPID RESPONSE) POLICY

Policy Number 2018-009

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POLICY

I. PRE-LAYOFF, LAYOFF AVERSION AND LAYOFF RESPONSE SERVICES

Pre-layoff, layoff aversion and lay-off activities shall be offered in the local area through the Workforce Development Board. The Job Center will coordinate these Workforce Development activities carried out in the local area with statewide rapid response activities in accordance with DWD Issuance 07-2015 and the attached DWD Statewide Employment Transition Team Practices & Procedure Manual (See Attachment A). The Workforce Development Board will provide pre-layoff, layoff aversion and lay-off services through a team of business services representatives and career counselor executives who will be deployed in concert with state local Employment Transition Team Coordinators, adhering to DWD Employment Transition Team Checklist DWD-ETT-4 (Attachment B).

II. THE RESPONSIBILITIES OF WORKFORCE DEVELOPMENT EXECUTIVES

Workforce Development Executives will track layoffs or potential layoffs in the Efforts to Outcomes (ETO) system. Dislocated worker program staff and State staff will inform one another of layoffs or potential layoffs as soon as these are known. Pre-layoff, layoff aversion and lay-off activities will be offered when a company is experiencing a job loss of 50 or more employees. All services will be coordinated with the employer on-site or in person to minimize disruption of work schedules. Conducting the session will be the local Employment Transition Team for that region. Affected employees will be given the same information describing all services available at Job Centers. Affected employees will be encouraged to visit the Job Center and complete all eligibility requirements to engage them in core, intensive or training services as needed. Meetings are set up at company sites for the purpose of describing program services to laid-off workers who expect to be laid off. Workforce Development Executives will also respond to referrals from current clients, private placement firms and area training organizations.

III. PROTOCOL FOR RECEIVING DATA AND PROJECT EXECUTION

The following protocol shall be observed:

1. State personnel will contact Workforce Development Board personnel with notice of layoff for layoffs involving 50 or more workers.
2. A conference will be convened by State personnel and conducted to discuss what the respective responsibilities are for State personnel and Workforce Investment Board staff.
3. A list of names of the transitioning workers who are impacted by the layoffs will be provided by State personnel to the Directors of Career Services within 5 working day after such list is received by State personnel.
4. The Senior Vice President/COO will assign a Workforce Development Executive (WDE) to attend by Workforce Development region through the Team Lead WDE.
5. Presentations will be conducted to workers affected in a meeting and in a timely manner, addressing services available to workers.

IV. SERVICES PROVIDED BY THE WORKFORCE DEVELOPMENT BOARD STAFF

Services include, but are not excluded to:

- Job Clinic / Job Search Workshop – customer will participate to improve their skills and facilitate their job search process.
- Resume Update / Development
- Career Assessment & Testing
- Ilostmyjob.com – a free resource for individuals coping with and recovering from job loss
- US Department of Labor Tools for Job Seekers – includes employment websites, career planning tools, career exploration tools, and social media job search
- Computer Literacy Classes –Basics / intermediate
- Career Counseling
- Labor Market Information Sessions
- Missouri Career Readiness Certificate
- How to create an email account and conduct an online job search

Attachment A:

**Missouri Division of Workforce Development (DWD) Issuance No. 07-2015,
Statewide Employment Transition Team Policy, with attached
DWD Statewide Employment Transition Team Practices & Procedure Manual**



**Missouri Division of Workforce Development
DWD Issuance 07-2015**

**Issued: October 21, 2015
Effective: October 21, 2015**

Subject: Statewide Employment Transition Team Policy

1. Purpose: This Issuance is written to provide a Statewide Employment Transition Team (ETT) Policy to be utilized across all Local Workforce Development Areas (LWDA).
2. Background: Workforce Innovation and Opportunity Act (WIOA) Section 134 (2)(A) requires the State to carry out statewide Rapid Response activities (henceforth, referred to as Employment Transition Team or ETT), which shall include the provision of ETT activities, carried out in LWDAs by the State and/or by an entity designated by the State, and the provision of additional assistance to local areas that experience disasters, mass layoffs, plant closings, or other events that precipitate substantial increases in the number of unemployed individuals. This Policy provides a consistent and clear standard for ETT coordination in the LWDAs. It is important that all Missouri Job Center staff and local Workforce Development Board personnel understand the roles and responsibilities of Staff assigned to carry out ETT activities, and the importance of local coordination to ensure services are delivered efficiently and seamlessly.
3. Substance: Statewide Policy which provides a guide to staff on ETT requirements, roles, responsibilities, and protocols.
4. Action: Effective immediately, all LWDAs are required to distribute this Policy to appropriate staff and implement its contents in local Missouri Job Center operating procedures.
5. Contact: Direct any questions or comments regarding this Issuance to Kristie Davis, Employer Services Manager, at 573.522.4019, or kristie.davis@ded.mo.gov.
6. Reference: DWD establishes this Policy to meet the requirements outlined in WIOA Notice of Proposed Rulemaking 20 CFR 682 Subpart C.
7. Rescissions: None.
8. Attachments: DWD Employment Transition Team Practices & Procedures Manual.

The Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can call (800) 735-2966 or dial 711.

Amy Sublett
Director
Missouri Division of Workforce Development



**DIVISION OF WORKFORCE DEVELOPMENT
STATEWIDE EMPLOYMENT TRANSITION TEAM
PRACTICES & PROCEDURE MANUAL**

Overview

The purpose of the Employment Transition Team (ETT) program is to promote economic recovery and vitality by developing an ongoing, comprehensive approach to identifying, planning for, and responding to layoffs; and preventing or minimizing their impact on workers, businesses, and communities. ETT is flexible and focused on delivering solutions to businesses and workers in transition, planning, and responding as quickly as possible to dislocation events, and delivering services that enable affected workers to transition to new employment as quickly as possible.

The Workforce Innovation and Opportunity Act (WIOA) requires each state to carry out statewide ETT activities and/or designate an entity to do so on its behalf. The Division of Workforce Development (DWD) has opted to operate the ETT program at the state level in coordination with local Workforce Development Boards (LWDB). DWD's Workforce Coordinators, located regionally, shall take the lead role in responding to layoff events, and shall be responsible for coordinating, providing, and overseeing ETT services in their assigned areas.

Required ETT Activities

Per WIOA NPR 682.330, States are required to provide certain ETT activities, including:

- Layoff aversion activities;
- Immediate and on-site contact with affected employers, worker representatives, and local community representatives;
- Assessment and planning to address:
 - The layoff schedule;
 - Assistance needs of the affected workers;
 - Reemployment prospects; and
 - Available resources to meet the needs of the affected workers.
- Providing information and access to unemployment compensation benefits and programs, comprehensive one-stop system services, and employment and training activities, including Trade Act, Pell Grants, GI Bill, and other resources;
- Delivering necessary services and resources, such as workshops, mobile career centers, resource fairs, and job fairs to support reemployment efforts;
- Partnership with LWDBs and communities to ensure a coordinated response;
- Emergency assistance adapted to a particular layoff or disaster event;
- Developing systems and processes for identifying and gathering information of early warning of potential layoffs or opportunities for layoff aversion, analyzing and acting on dislocation data, and tracking outcome and performance data related to the ETT program;
- Developing and maintaining partnerships with appropriate agencies, employer groups, labor organizations and other organizations in order to conduct strategic planning to address dislocations, gathering and sharing information and data related to dislocations, available resources and the customization of services;

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- Delivering services to worker groups where a Trade Act petition has been filed;
- Providing additional assistance to Local Workforce Development Areas (LWDA) that experience disasters or dislocation events that exceed the capacity of the LWDA's resources; and
- Establishment of a labor management committee (Transition Team) if voluntarily agreed to by the employee's bargaining representative and company management.

WIOA does not define any threshold for the size of a layoff for which ETT services must be provided. While ETT is required for mass layoffs and closures, it is the intent of the Act for services to be provided to as many workers as possible. Based upon the fact that most layoffs do affect less than 50 and that ETT services provide significant value to both workers and employers, the U.S. Department of Labor (USDOL) expects that services will be provided to layoffs of all sizes, as is practical.

DWD Workforce Coordinators shall provide on-site or in-person ETT services to any layoff affecting 25 or more. Layoffs affecting 24 or less may be offered on-site services as needed or requested by the employer. At a minimum, smaller layoffs will be provided informational packets that include the ETT programs and services brochure, the Division of Employment Security (DES) UI Benefits fact sheet, the Missouri Economic Research Information Center (MERIC) regional Real Time Labor Market Summary and any local flyer/brochure, as requested by the LWDB.

Every ETT event is unique, therefore, each event shall be assessed individually, and services provided shall be determined based on the wishes of the employer, the needs of the affected workers, and the timeframe of the layoff.

Local Coordination

Effective ETT requires local partnership. Workforce Coordinators are the designated lead for any and all layoff events, however, local coordination is critical and required to ensure both employers and affected workers receive all needed services, and that they are delivered in a seamless fashion. Workforce Coordinators shall ensure coordination with LWDB Directors, Functional Leaders, regional business services teams, Union Representatives, and community groups. Directors and Missouri Job Center (MJC) Functional Leaders shall be kept informed throughout the ETT process and notified of layoff activity, meeting dates, planned events, and changes in layoff schedules.

The Workforce Coordinator shall be the primary contact for employers participating in ETT. To avoid duplication and confusion for the employer, local staff shall not initiate contact with an employer regarding a layoff without first coordinating with the Workforce Coordinator. Generally, if the Workforce Coordinator is unavailable for more than a day, another staff is assigned as the point of contact in their absence.

It is up to each LWDB Director to determine the role their staff will play in the ETT process. It is encouraged that each LWDA designate an individual to attend ETT meetings and cover the MJC services portion of the presentation; and have a role in any on or off site services provided, such as resource fairs, mobile career centers, registration events, etc.

ETT should be proactive and strategic, not just a response to layoffs. Building and maintaining relationships with the business community is critical. Establishing these relationships allows for early warning of potential layoffs and early intervention. Regional Business Services teams typically have established relationships with local businesses and can provide valuable information and facilitate introductions between the company and

the Workforce Coordinator in the event of a layoff. The Workforce Coordinator should maintain contact with business services staff, attend team meetings, and share information on a regular basis.

Maintaining open lines of communication with local MJC Functional Leaders is also critical to ensuring MJCs are informed and ready to assist groups of dislocated workers. Workforce Coordinators shall ensure MJC staff are aware of pending layoffs, the layoff schedule, the number to be laid off, and the occupations affected.

Roles and Responsibilities

DWD Central Office

- Maintains and distributes ETT materials
- Provides Labor Market Summaries, customized to each event
- Distributes Worker Adjustment and Retraining Notifications (WARN) and layoff memos
- Maintains and updates layoff logs
- Provides staffing assistance for meetings and events as needed
- Arranges and delivers workshops

Workforce Coordinator

- Serves as the single point of contact for downsizing employers and makes immediate contact upon notification
- Assesses layoff events to determine appropriate and necessary ETT services, in collaboration with the employer, LWDA, and union representatives
- Ensures Central Office, LWDB Director, MJCs, and appropriate partners are kept informed and up to date
- Coordinates all aspects of ETT worker meetings
- Coordinates on and off site events
- Documents ETT activity in DWD's electronic case management system
- Arranges and coordinates workshops
- Coordinates with DWD training for workshops
- Forwards the ETT partial registration forms and surveys to Central Office

WDB Director

- Serves as or appoints a regional contact for the Workforce Coordinator
- Informs the Workforce Coordinator of layoffs or potential layoffs
- Assigns staff to attend ETT worker meetings and present MJC programs and services information

Statewide Union Representatives

- Informs the Workforce Coordinator of layoffs or potential layoffs at union sites
- Assists in gathering layoff information and providing layoff lists, as needed
- Assists in coordinating worker meetings
- Attends worker meetings and presents information regarding union services
- Coordinates and delivers ETT services

Service Delivery

DWD Workforce Coordinators shall contact the affected employers within 24 hours of being informed of a potential layoff to inform them of ETT services and arrange for an in-person planning meeting. Workforce Coordinators shall also immediately notify the LWDB Director and/or their designee.

All on-site worker meetings and other services shall be coordinated with the employer and delivered based on the employer's schedule. Workforce Coordinators shall conduct meetings on dates/times that work best for the employer, regardless of time of day. Worker meeting agendas and participants shall be approved by the employer in advance.

ETT meetings should include a representative from DES to present Unemployment Insurance information, a MJC representative to present programs and services information, a Trade Act Representative (if applicable) and the appropriate union representative (if applicable). In addition, a representative from the USDOL Employee Benefits Administration shall be included when appropriate. If a MJC representative is unavailable or a LWDA chooses not to participate, the Workforce Coordinator shall be responsible for presenting MJC information.

ETT meeting presentations must follow the official ETT Protocol. Workforce Coordinators should customize the presentation to include local MJC locations and service information.

ETT participants shall be given the basic ETT packet, which includes, the ETT programs and services brochure, the Division of Employment Security (DES) UI Benefits fact sheet, the MERIC regional Real Time Labor Market Summary and any local flyer/brochure the LWDA would like to include. Additional brochures and flyers should be made available on a resource table.

ETT participants shall be asked to fill out a Partial Registration Form and Survey. Forms and surveys must be forwarded to Central Office within three days.

Attachment B:

Employment Transition Team Checklist DWD-ETT-4

Employment Transition Team Checklist

Make initial employer contact (within 24 hours)

- Explain ETT & inform employer they will be contacted by DES to establish UI base case
- Arrange for in-person meeting
- Partial employer survey (at a minimum, obtains list of occupations and pay rates)
- Transition Team (if appropriate)

Send [Anne Malone](#) (with cc to [Kristie Davis](#)) occupation and wage information for UI estimate & LMI insert

Email [Janet Lepper](#) company-contact information for base-case contact.

In-person meeting to develop plan for ETT

- Complete survey
- Develop informational meetings for affected workers
- On-site follow up services:
 - on-site workshops
 - other on-site services
- Provide posters, flyers, etc., for employer to advertise meetings

Ensure affected workers notified of meetings (work with employer)

- Posters
- Flyers
- Email

Complete memo (send to [Kim Hoehn](#) and cc [Kristie Davis](#).)

- Memo should get to Kim three days prior to meeting (when possible)
- Email Kim the mass-layoff code
- Email Kim the Senate/Rep district numbers (find at www.senate.mo.gov and www.house.mo.gov)

Contact UI for Representation

- (At DOLIR, email [Janet Lepper](#) and [Patty Loehr](#))

Arrange for partners to be available during meeting

- Local representative
- Union Rep (if appropriate)
- University Extension (if appropriate)
- Employment Benefits Security Administration (if appropriate)

Copy UI/LMI inserts for brochures

- Will be emailed to you as far in advance as possible and may not be available for last minute meetings

Hold meetings

- Worker Survey
- Use video and powerpoint (when possible)
- ETT handout
- UI handouts
- Partial registration

Contact UMC Extension for workshops

- Forward list of interested participants to Rebecca Schnell at University Extension:
 - Email: schnellr@umsystem.edu
 - Mail: Mizzou North
115 Business Loop 70 W
Columbia, MO 65203

Arrange for any on-site follow up services agreed to by the employer

- Work with local Region
- Contact [Anne Malone](#) for staffing assistance from Central Office

Follow up with employer or participants directly, if needed

Forward Surveys to Kim Hoehn in Central Office

- Mail to:
 - Kim Hoehn
 - Division of Workforce Development
 - PO Box 1087
 - Jefferson City, MO 65102

Consider need for job fair (work with Missouri Job Center)

Contact [Anne Malone](#) if a DWG might be needed

IT'S ALL ABOUT
YOU



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at Jobs.mo.gov or (888) 728-JOBS (5627). Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can call (800) 795-2966 or dial 7-1-1. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the contracting agency and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

Attachment C:

Employment Transition Interview Employer Characteristics

DWD-ETT-6 (for Employers)



EMPLOYER CHARACTERISTICS

Company/Corporate Information

COMPANY NAME			Date Notified: <input type="text"/>	
COMPANY ADDRESS			SOURCE OF NOTIFICATION EXPANDABLE	
COMPANY 2nd ADDRESS LINE (if needed)				
CITY	STATE MO	ZIP CODE	SELECT WORKFORCE INVESTMENT REGION WHERE THIS LAYOFF IS LOCATED	
COMPANY CONTACT NAME			<input type="text"/>	
COMPANY CONTACT TELEPHONE NUMBER/EXT			LAYOFF WORKSITE CONTACT EMAIL ADDRESS	

Event Characteristics

TYPE OF PRODUCTS AND/OR SERVICES PRODUCED EXPANDABLE	REASON FOR LAYOFF EXPANDABLE
Layoff date(s): <input type="text"/>	

TOTAL NUMBER OF WORKERS AT THIS LOCATION	TOTAL NUMBER OF SALARIED WORKERS EFFECTED	TOTAL NUMBER OF HOURLY WORKERS EFFECTED
--	---	---

OCCUPATIONS AFFECTED AND WAGE/EXPERIENCE INFORMATION			
Occupation	No. of Employees Affected	Average Wage	Estimated Average Years on the Job

SHIFTS EXPANDABLE	TRANSFER OPTIONS EXPANDABLE	NO. EXPECTED TO TAKE RETIREMENT
--	--	---------------------------------

OUTPLACEMENT SERVICES EXPANDABLE	COMPANY ADVISED ON PRESS RELEASES POLICY? <input type="checkbox"/> Yes <input type="checkbox"/> No	TRANSITION TEAM <input type="checkbox"/> Yes <input type="checkbox"/> No
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Union Information

UNION AFFILIATION 1 (& LOCAL NUMBER)	UNION AFFILIATION 2 (& LOCAL NUMBER)	UNION AFFILIATION 3 (& LOCAL NUMBER)
UNION 1 CONTACT NAME	UNION 2 CONTACT NAME	UNION 3 CONTACT NAME
UNION 1 CONTACT TELEPHONE NUMBER/EXT	UNION 2 CONTACT TELEPHONE NUMBER/EXT	UNION 3 CONTACT TELEPHONE NUMBER/EXT
UNION 1 CONTACT EMAIL ADDRESS	UNION 2 CONTACT EMAIL ADDRESS	UNION 3 CONTACT EMAIL ADDRESS
UNION 1 BUMPING/RECALL OPTIONS EXPANDABLE	UNION 2 BUMPING/RECALL OPTIONS EXPANDABLE	UNION 3 BUMPING/RECALL OPTIONS EXPANDABLE

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VETERAN'S INFORMATION

VETERANS AND THEIR SPOUSES MAY BE ENTITLED TO STATE AND FEDERAL BENEFITS. PLEASE ANSWER THE FOLLOWING QUESTIONS. IF THERE WAS **NO** MILITARY SERVICE FOR YOU OR YOUR SPOUSE, LEAVE THESE ANSWERS BLANK.

Are you a family member or caregiver to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? YES NO

Are you a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? YES NO

Are you currently in the military, a veteran, or the spouse of a veteran?
 In the Military Veteran Spouse of a Veteran

Are you the Spouse/Dependent of someone in the active-duty military service, National Guard or Reserves who is currently activated? YES NO

Are you a current member of the Missouri National Guard?
Type: _____ YES NO

Are you a Transitioning Service Member? YES NO

If yes, please answer the following:

a. Within 24 months of Retirement YES NO

b. Within 12 months of Discharge YES NO

c. Planned Retirement/Discharge Date: _____

d. Attended a Transition Assistance Program (TAP) Workshop? YES NO

Received a DD-2958? YES NO

e. Being involuntary separated from active duty due to reduction in force? YES NO

Have you served on active duty in the armed forces and were discharged or released from such service under conditions other than dishonorable? YES NO

Are you the spouse of a veteran who has a total service connected disability, is Missing In Action, captured in the line of duty by a hostile force, is a Prisoner Of War or who died from a service connected disability? YES NO

Did you serve more than 1 tour of duty? YES NO

Military Service Begin/End Dates: _____

Received a Military Campaign Badge: YES NO

Most Recent Character of Service: Honorable _____ Other: _____

Branch of Service: _____

Active in the National Guard or military reserves: YES NO

Called to or on Active Duty? YES NO

Type: _____

Are you a disabled Veteran? YES NO Percentage _____%

Homeless Veteran: YES NO

Are you currently incarcerated or been released from incarceration? YES NO Do Not Wish to Disclose

Within the last 12 months, have you been without a paycheck for 27 weeks? YES NO Do Not Wish to Disclose

Have you attended a Transition Assistance Program (TAP) Workshop within the last three years? YES NO

Attachment D:

ETT Registration Form DWD-ETT-7 (for Individual Workers)



Missouri Department of Economic Development
 Division of Workforce Development
ETT Registration Form



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INDIVIDUAL INFORMATION					
FULL NAME			DATE OF BIRTH		SSN
CELL PHONE		HOME PHONE		WORK PHONE	OTHER PHONE
EMAIL ADDRESS			PREFERRED METHOD OF CONTACT EMAIL <input type="checkbox"/> TEXT MESSAGE <input type="checkbox"/> INTERNAL MESSAGE <input type="checkbox"/>		
HOME ADDRESS		CITY	STATE	COUNTY	ZIP CODE
IS YOUR HOME ADDRESS ALSO YOUR MAILING ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NOT, WHAT IS YOUR MAILING ADDRESS? _____					
EDUCATION INFORMATION					
HIGHEST EDUCATION LEVEL ACHIEVED <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED/HISET <input type="checkbox"/> Did Not Graduate			<input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other		ARE YOU CURRENTLY ATTENDING SCHOOL? <input type="checkbox"/> YES <input type="checkbox"/> NO
			IF YES, WHICH TYPE? <input type="checkbox"/> High School <input type="checkbox"/> Vocational		<input type="checkbox"/> College <input type="checkbox"/> Technical
CITIZENSHIP & ETHNIC ORIGIN					
<input type="checkbox"/> U.S. Citizen			RACE (Please select all that apply)		
<input type="checkbox"/> Permanent Resident Registration No. _____ Expires _____		<input type="checkbox"/> African American	<input type="checkbox"/> Asian	<input type="checkbox"/> White	
<input type="checkbox"/> Alien or Refugee Registration No. _____ Expires _____		<input type="checkbox"/> American Indian	<input type="checkbox"/> Hawaiian or Pacific Islander	<input type="checkbox"/> Do Not Wish To Answer	
HISPANIC OR LATINO HERITAGE? <input type="checkbox"/> YES <input type="checkbox"/> NO		DO YOU PRIMARILY SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO		HOW WELL DO YOU SPEAK IT? <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well	
OF HAITIAN ORIGIN? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DISABILITY INFORMATION					
DO YOU HAVE A DISABILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PREFER NOT TO ANSWER		Are you deaf or have serious difficulty hearing? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you a ticketholder in the Social Security Administration's <i>Ticket to Work Program</i> ? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		Are you currently receiving or ever received services through Voc Rehab? <input type="checkbox"/> YES <input type="checkbox"/> NO			
MIGRANT SEASONAL FARMWORKER INFORMATION					
IN THE LAST 12 MONTHS HAVE YOU BEEN EMPLOYED AS A FARMWORKER, EITHER SEASONALLY OR TEMPORARILY? <input type="checkbox"/> YES <input type="checkbox"/> NO					
PUBLIC ASSISTANCE INFORMATION					
HAVE YOU - RECEIVED THE FOLLOWING SERVICE(S) IN THE LAST 6 MONTHS - APPLIED FOR THE FOLLOWING SERVICE(S) IN THE LAST 30 DAYS			<input type="checkbox"/> TANF (Temporary Assistance for Needy Families) <input type="checkbox"/> SNAP (Supplemental Nutrition Assistant Program) <input type="checkbox"/> Refugee Cash Assistance <input type="checkbox"/> General Assistance <input type="checkbox"/> Support through the State's Foster Care System		
HOW MANY PEOPLE LIVE IN YOUR HOUSEHOLD? _____ TOTAL INCOME EARNED WITHIN THE LAST 6 MONTHS? \$ _____					
MISCELLANEOUS INFORMATION					
GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female		MALES ONLY: REGISTERED WITH THE SELECTIVE SERVICE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> EXEMPT			
CURRENTLY EMPLOYED <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> NOT EMPLOYED		EXPECTED LAYOFF DATE: _____			
ARE YOU LOOKING/PLANNING TO LOOK FOR WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO					
WHAT IS YOUR DESIRED OCCUPATION? _____					

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