

Reporting Staff Name _____ Status _____ Notice No. _____ Entry Date _____
 (A=Active; C=Complete) **WARN** **Sub-WARN**

COMPANY INFORMATION

Company Name: Click or tap here to enter text.

Site Address/City/Zip: Click or tap here to enter text.

County: Click or tap here to enter text. **MWA Name/Region #:** Click or tap here to enter text.

Parent Company/DBA/Known Names: Click or tap here to enter text.

Contact Name and Title: Click or tap here to enter text.

Contact Address: Click or tap here to enter text.

Contact Phone Click or tap here to enter text. **Contact Fax** Click or tap here to enter text. **Contact Email:** Click or tap here to enter text.

Type of Business Click or tap here to enter text. **NAIC code(s)** Click or tap here to enter text.

INCIDENT & EMPLOYEE DEMOGRAPHICS

Total empl at site Click or tap here to enter text. **Total empl impacted** Click or tap here to enter text. **Total Union empl** Click or tap here to enter text. **Total Non-Union Empl** Click or tap here to enter text.

Will employees receive severance/benefits/etc. (include details)? Click or tap here to enter text.

Job Titles/Positions Click or tap here to enter text.

Age Range:	Average Seniority:	MRS/Disability:
Non-English Speaking:	No HS Diploma/GED:	Temps/Contractors:
Veterans:	Average Wage/Range:	Commuting Areas:
#of Shifts:	Salaried	Post – Secondary Education:

Impacted suppliers, contracts, companies or any additional information:

INCIDENT & NOTIFICATION INFORMATION

Notice Date Click or tap to enter a date. **Date Rec'd** Click or tap to enter a date. **First Contact Date** Click or tap to enter a date.

Incident Type SITE CLOSING MASS LAYOFF

Notification Type WARN LETTER PHONE CALL NEWS CLIP OTHER: _____

Layoff Reason(s) NOT REPORTED COMPANY SOLD BANKRUPTCY FINANCIAL TROUBLE OPERATIONS TRANSFERRED COMPANY RESTRUCTURED UNPROFITABLE REDUCED BUSINESS/WORK MERGER/ACQUISITION INDETERMINABLE OTHER: _____

First Layoff Date Click or tap to enter a date. **Final Layoff Date/Closing** Click or tap to enter a date.

Additional Layoff Dates Click or tap here to enter text. **Date Employees Notified** Click or tap to enter a date.

UNION-RELATED INFORMATION

Union Local Click or tap here to enter text. **Union Officer/Title** Click or tap here to enter text.

Address/City/Zip Click or tap here to enter text.

Phone Click or tap here to enter text. **Email** Click or tap here to enter text. **Fax** Click or tap here to enter text.

Union Members Laid Off Click or tap here to enter text.

RESPONSE & DELIVERY SERVICE INFORMATION

Type of Response: UNKNOWN RRT; RR MEETING DATE: Click or tap to enter a date. PHONE CONTACT
 NO RESPONSE OTHER: _____

Reason for No RR Meeting: UNKNOWN LAYOFFS SUB WARN TEMP LAYOFFS PRIOR RESPONSE
 CORPORATE REASON ACTION COMPLETED PRIOR TO NOTIFICATION OTHER: _____

Service Vehicles: IN-HOUSE LABOR MGMT. COMMITTEE UNION SPONSORED TASK FORCE ONSITE RESOURCE CENTER
 OUTPLACEMENT AGENCY JAC MWA UIA PEER COUNSELING

Employee Services

WORKER ORIENTATION MEETINGS: MEETING DATES & TIMES: Click or tap here to enter text.

TRADE INFORMATION MEETINGS JOB SEARCH AND RESUME WRITING WORKSHOPS

OTHER WORKSHOPS Click or tap here to enter text.

Check Box if:

AUTO RELATED

Trade Adjustment Assistance

APPLIED FOR TAA/ATAA; APPLICATION DATE: Click or tap to enter a date. PETITION#:

COMPANY 'AT RISK' APPLICATION APPROVED; CERTIFICATION DATE: Click or tap to enter a date. APPLICATION DENIED

Additional Comments/Information Related to Response & Delivery Service:

REGIONAL SITE VISIT INFORMATION

Regional Site Visit Date: Click or tap to enter a date.

Employer Services:

SAG

REFERRAL TO MMTC

INCUMBENT WORKER TRAINING FUNDS

LMI

DWG

STTF

ESOP PRE-FEASIBILITY FUNDING STUDY

REFERRAL TO GLTAAC

DW SURVEY

OTHER Click or tap here to enter text.

Additional Comments/Information for entire form: