



## Worker Adjustment Retraining Notification (WARN) Act

*Updated March 17, 2020 to comply with current Executive Orders by  
Governor DeWine*

Ohio follows federal requirements under the Worker Adjustment Retraining Notification (WARN) Act which provides protection to workers, their families, and communities by requiring employers to provide written notice at least 60 calendar days in advance of covered plant closings and mass layoffs to the Ohio Department of Job and Family Services' Dislocated Worker Unit (Rapid Response Unit). The WARN Act provides workers with sufficient time to prepare for the transition between the jobs they currently hold and new jobs. This transition may involve the provision of information about where new jobs may be found, or it may involve providing workers with other employment or retraining opportunities before they lose their jobs.

As an employer, understanding your obligations under WARN is important. Your filing of an official WARN notice is typically the impetus for starting the Rapid Response process to assist the employees who might be affected. Upon receipt of a WARN notice, the Rapid Response Unit coordinates with the employer to provide information to the workers regarding next steps.

The WARN regulations recognize that it may not always be possible to identify, 60 days in advance, the exact date a termination or layoff will occur. WARN notice may identify a two-week (14-day) period during which terminations/layoffs will take place.

The U.S. Department of Labor has compliance assistance materials to help workers and employers understand their rights and responsibilities under the provisions of WARN. The employer guide provides a brief overview of the WARN Act provisions and answers to frequently asked questions about employer responsibilities and requirements. The guide can be found at <https://www.dol.gov/agencies/eta/layoffs/warn/>.

If I may direct your attention to the following pages/sections of the Employer Guide:

1. Page 2 – employers required to provide WARN notification
2. Page 5 – circumstances that trigger a WARN
3. Page 6 – circumstances that do not trigger a WARN

The State of Ohio Rapid Response Unit encourages all employers to file a WARN, even if they don't meet the "thresholds" established in the WARN Guide by the Department of Labor. Filing a WARN notifies us at the state and local levels of a potential layoff/closure and our Rapid Response team will engage you immediately regarding potential services available to you and your affected workers. For more information, please visit our website <http://jfs.ohio.gov/warn/index.stm> or email us at [rapidresp@jfs.ohio.gov](mailto:rapidresp@jfs.ohio.gov).

Due to the current Executive Order by Governor DeWine, we ask that if you are filing a WARN please **email an electronic version** to [rapidresp@jfs.ohio.gov](mailto:rapidresp@jfs.ohio.gov). You may also mail a hard copy to the address below:

*Ohio Department of Job & Family Services  
Office of Workforce Development  
Rapid Response Unit  
Worker Adjustment Retraining Notification (WARN) Act  
P. O. Box 1618  
Columbus, OH 43216-1618*

**(BNH 03/17/2020)**