

**LAYOFF AVERSION 122 REPORT
LINE ITEM INSTRUCTIONS**

The Excel Layoff Aversion 122 Report spreadsheet is designed to collect data to be considered as a factor in the process of allocating layoff aversion funds to Local Workforce Investment Areas (local areas). Activities reported on the Layoff Aversion 122 Report are those relating to layoff aversion activities conducted during any stage of the business cycle as defined by the California Workforce Investment Board.

Complete a separate line item entry for each successful employer contact. A contact is considered successful if the result of the activity identifies a specific employer need.

The Layoff Aversion 122 Report must be completed quarterly and submitted via e-mail by the 20th of the month following the quarter end to the assigned Regional Advisor, with a “cc” to the local area administrator.

Date	Date of successful employer contact.
Reason	Select item from drop down menu
Type of Contact*	Select item from drop down menu
Industry Sector (NAICS Code) and Title	Select item from drop down menu
Company Name	Name of the company.
Street Address	Street address of company, which is location where Rapid Response services were provided.
City	City of company.
Zip Code	Zip code of company.
Business area of need addressed	Select item from drop down menu
Did layoff aversion activity result in successful outcome	Enter “Y” for yes and “N” for no.
Number of jobs saved by layoff aversion activity	Enter number of jobs saved
Testimonial letter/documentation provided by business	Enter “Y” for yes and “N” for no.
Comments	Additional comments, notes, explanations.

* If services are provided in addition to those listed in the Type of Contact column, identify them in the Comments section of the Layoff Aversion 122 Report.