



Rapid Response Mission: To help at-risk businesses and employees impacted by layoffs plan through proactive engagement, education, and empowerment to get Virginians back to work quickly.

RAPID RESPONSE SUMMARY

2026

What is Rapid Response?

Rapid Response works with groups of employees who are facing layoffs. The purpose of our team's efforts are to help you quickly return to work; ensure that Virginia has a workforce equipped with current skills required to meet the needs of local businesses; ensure that you are connected with supportive resources necessary to make the transition; and to provide stability within the community and the local economy.

Who are we?

The Regional Rapid Response Coordinator, Virginia Employment Commission, Local Workforce Development Board, Dislocated Worker Grant Program, Community Colleges, and other community partners such as the Department of Social Services, Enroll Virginia Health Care Navigation, Department of Veterans Services, Department for Aging and Rehabilitative Services, and more.

How will this help you?

You will have information about the services that are available to you, have local staff to connect with, have your questions answered, and know your next steps.

Why do we complete the forms?

The **Transition Assessment** provides us with a way to follow up with you and the needs of individuals, as well as the whole group. Data is also used to determine the skills and availability of a transitioning workforce for other businesses which are hiring.

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MORE INFORMATION AND REGIONAL MAP:

virginiaworks.gov/im-an-employer/retain-and-grow/navigate-or-avoid-a-layoff/



TOPICS

- Rapid Response
- VAWC Job Search
- Unemployment
- VA Career Works Centers
- Partners & Other Resources
- Dislocated Worker Program
- EnrollVA Healthcare Navigation
- Password Reset

Virginia Workforce Connection (VWC) is an online system of job listings, job seeker profiles, and many career exploration tools. Job seekers use this system to look for jobs and to post resumes. Employers list their available jobs and seek candidates for their businesses. The Virginia Workforce Connection is accessed at vawc.Virginia.gov

Virginia Workforce Connection system, or VWC, provides eight different methods to search the database: Quick Job Search, Advance Job Search, Job Search by Employer, Job Search by Education, Job Search by Skills, Job Search by Resume Criteria, Intelligent Search, and Search by Job Number. Your job search profile on the Virginia Workforce Connection system should include:

- ◆ Education and training
- ◆ Desired occupations
- ◆ Employment history
- ◆ Skills and abilities
- ◆ A complete resume

Job Seeker Services on **Virginia Workforce Connection** include:

Review and Research current skills, discover what skills are required for certain jobs, and find training for skills needed.

Assess Your Career Interests to identify the best possible occupations for your interests.

Create and Store Your Employment Profile with your skills, work experience, licensing, education, and contact information in your personal account.

Apply for Jobs using an online application and create or update your online resumes quickly.

Job Alert Tool called Virtual Recruiter automatically notifies you of matching job openings.

Job Interview Advice for interviews, meetings, and job offer negotiations.

Services for Veterans provided by Disabled Veteran Outreach Program (DVOP) and Local Veteran Employment Representatives (LVER)

For a list of VEC Offices—<https://www.vec.virginia.gov/find-a-job/vec-local-offices>

**You may be contacted by email, phone or through the VWC message center about job openings. Failure to respond to a job referral may affect your claim status if you are receiving unemployment benefits.*

Virginia Works Centers are physical locations equipped with staff who are trained to assist employers and job seekers with their employment needs. Information, equipment, and services are available to all customers. Centers are located throughout the state, visit the one most convenient for you. For a list of centers, visit VirginiaCareerWorks.com.

Case Management Staff	Career Counseling
Employment Workshops	Hiring Events & Job Fairs
Computers, Copiers, Faxes, Phones, for Job Search	Referrals to Services Provided by Partner Agencies
Job Referrals	Job Search Assistance/Resume Assistance
Local Labor Market Information	Individual Employment Plans
Referral to Training Programs	Military Veteran’s Job Search Assistance
Trade Adjustment Assistance (as applicable)	

“When the door of happiness closes, another opens. But often times we look so long at the closed door that we don’t see the one which has been opened for us...” – Alexander Graham Bell

HOW TO APPLY FOR UNEMPLOYMENT BENEFITS

You should file for unemployment insurance benefits in the same week you become unemployed. Your claim for benefits is effective the week in which it is filed.

To Apply Online: Customer Self-Service (CSS) portal: <https://uidirect.vec.virginia.gov/CSS/CSSLogon.htm>
(Best option! Click the *GREEN ID.me* button!)

We strongly recommend you apply online with the new alternate login option, ID.me:

- Fast and secure
- Use ID.me for filing initial and weekly claims, accessing documents, and quick processing of your claim.
- ID.me is a trusted digital identity verification tool.
- Just have your Social Security number, driver's license, or government-issued ID handy.

To Apply by Phone:

- Please call 1-866-832-2363 (toll-free)
- Available 8:00 a.m. - 4:30 p.m., Monday to Friday
- **Please be aware that there may be long wait times when using the phone method.**

[VEC.Virginia.Gov/Video-Library](https://vec.virginia.gov/video-library) ->



You Will Need the Following to Apply for Unemployment Benefits:

- Social Security Number
- Employment History for the Last 18 Months: Names, addresses, phone numbers, and dates of employment. Review your most recent W2 or pay stub for accuracy.
- Union Workers: Name and union number if applicable.
- Non-U.S. Citizens: Alien Registration number.
- Payment Method: Choose between VA Debit Card or Direct Deposit. For Direct Deposit, you'll need your bank's routing number and your account number.

Personal Identification Number (PIN)

When you file your initial claim for benefits, a six-digit PIN will be mailed to you. Use this PIN to file your weekly claims and check your benefit status. Remember and safeguard your PIN as it provides access to personal information.

Job Search Requirements

You must search for work and make at least two job contacts per week. You must start your job search from the first week of your unemployment claim. If you are on a temporary layoff with a definite return to work date within six (6) weeks of your last day of work, you may be eligible for a waiver of work search and job search registration.

Filing Weekly Claims

File your weekly claims online or by phone. You must file weekly claims each week to receive benefits. Each Sunday, you should file your weekly claim for the previous week. Failure to file your weekly claims in a timely manner may result in denial of benefits.

- Online filing: <https://uidirect.vec.virginia.gov/CSS/CSSLogon.htm>
- Phone filing: 1-800-897-5630

Payment and Processing

Claimants are generally paid within 21 days of filing for benefits. The 21-day period is the goal set by the U.S. Department of Labor for all states to achieve. However, some claims may require additional time or review for eligibility. Examples of such instances include verifying wages, addressing incomplete requests for information, and resolving eligibility based on how employment ended for the claimant.

It's important to respond to all requests for information promptly and remember the first week a claimant is eligible for benefits, is a waiting week/period and no benefits are paid. For more information, visit www.vec.virginia.gov, click "Unemployment" in the top menu and select "Customer Self-Service."

VIRGINIA EMPLOYMENT COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM -Auxiliary aids & services are available upon request to individuals with disabilities. Virginia Relay enables people who are deaf, hard of hearing, Deaf/Blind, or speech disabled to communicate by TTY (text telephone). Language assistance services are available free of charge. TTY: Virginia Relay 711 or call 800-828-1140.

Ten Steps for Job Search

Step 1 - Choosing Your Career or Occupation

If you believe that you need some help in assessing your skills and possibly choosing a new career, wish to check out the job market in your area, or you simply want to satisfy your curiosity about other career possibilities visit Career Services on the VAWC site.

Step 2 - Finding the Ideal Job

Explore the job market for your occupation and area using the following links to find information on suitable employers and jobs: [Search for job openings](#) that meet your requirements. [Check out a list of local employers](#) who may employ people with your qualifications.

Step 3 - Preparing Your Resume`

Your resume` is designed to achieve one goal: To motivate an employer to invite you to an interview. After an employer invites you to an interview, your résumé should serve as the primary reference point as you discuss, examine, and evaluate your qualifications and skills. To be successful, your résumé must be organized, complete, clear, and accurate. It should portray your life in the world of work, and emphasize your career highlights. Although résumés can be found in a wide array of structures, formats, and styles, the tools available in the [Résumé Builder](#) will help you prepare your résumé in a focused, structured manner, as described here: [Go to Résumé Builder](#)

Step 4 - Writing a Cover Letter

In most situations, your cover letter is your first contact with an employer. It should be addressed to a specific individual and closed with your signature. Unlike your résumé, which should not attempt to convey your personality, your cover letter should briefly reveal the best parts of your personality, the parts that make an employer want to read your résumé and invite you to an interview.

You can create and store cover letters on the VAWC system, see samples, and view a list of action words here: [Go to Letter Builder](#).

Step 5 - Contacting Your References

Common practice is to provide from two to five references to a prospective employer, if they are requested. Ideally, you should speak in confidence with one or more possible references at your most recent place of employment before leaving that job, and obtain letters of recommendation that you can take with you. If you can't do this, you must probably use the phone to conduct your reference search. Check out the [Reference Do's and Don'ts](#).

Step 6 - Preparing for an Interview

And when you have prepared your résumé, your next step is to consider bringing work samples with you to interviews with employers. In some occupations, it seems that work samples do not apply. But with a bit of thought and ingenuity, most occupations will afford at least some opportunity to present samples during an interview.

Step 7 - Interviewing: A Two-Way Street

Have confidence that you are well prepared., have practiced and anticipated possible questions, researched the business, and have your mindset ready. See more advice on VAWC, Job Seeker Services, 10 Steps.

Step 8 - Following Up With Employers

In all cases, no matter how you think the interview went—it's important for you to follow up with the employer. Follow up should:

- .Convey a cordial greeting and expression of thanks for the interview opportunity
- .Provide any information that the employer may have requested during the interview
- .Briefly remind the employer of the high points of your interview
- .Express your enthusiasm about the possibility of being offered the job and working for the employer
- .Cordially invite the employer to contact you at his or her convenience to ask more questions or meet with you again

Step 9 - Negotiating a Job Offer

Sometimes when a position is posted or advertised, the terms and conditions of employment (including salary or wages) seem as if they are not negotiable. In some cases this is true, but most of the time this perception is false. Most employers expect you to attempt negotiating at least a few of the fine points in their job offer. And many of them are willing to compromise.

The point to remember is that both you and the employer have needs. And that means that both of you should be open to negotiation—and search for a mutual agreement together.

Step 10 - So Now You've Got the Job, Now What?

Preparing for Your New "Company Culture." In the same way that "first impressions" were a deciding factor during the interview stage, they are also important as you meet your new co-workers and begin to build relationships with them. Your primary challenge is smoothly adapting to the "culture" of your new workplace, and eventually enhancing that culture by contributing your own unique attributes



See more information at:
VAWC.Virginia.gov
Virginia Workforce Connection—Job Seeker Services—Ten Steps

<p>Alexandria – Cherokee 5520 Cherokee Ave. Suite 100 Alexandria, VA, 22312 Phone: (703) 813-1300</p>	<p>Alexandria - Mark Center 4850 Mark Center Drive Alexandria, VA 22311 Phone: (703) 813-1365</p>
<p>Arlington County 2100 Washington Blvd., First Floor Arlington, VA 22204 Phone: (703) 813-1300</p>	<p>Bristol 300 Town Center Dr., Suite 40 Abingdon, VA, 24201 Phone: (276) 696-3737</p>
<p>Charlottesville 944 Glenwood Station Lane, Suite 103 Charlottesville, VA 22901 Phone: (434) 282-2594</p>	<p>Chesterfield – Turner Road 304 Turner Rd., Suite N North Chesterfield, VA, 23225 Phone: (804) 652-3415</p>
<p>Covington 106 North Maple Avenue Covington, VA, 24426 Phone: (540) 613-6370</p>	<p>Culpeper 210 E. Stevens St. Culpeper, VA, 22701 Phone: (540) 212-4570</p>
<p>Danville 211 Nor Dan Drive, Suite 1055 Danville, VA, 24540 Phone: (434) 549-8220</p>	<p>Eastern Shore 25036 Lankford Highway, Unit 16 Onley, VA, 23418 Phone: (757) 302-4511</p>
<p>Emporia 321 Halifax St. Emporia, VA, 23847 Phone: (434) 634-2326</p>	<p>Fishersville 1076 Jefferson Hwy Staunton, VA 24401 Phone: (540) 332-7750</p>
<p>Fredericksburg 10304 Spotsylvania Avenue, Suite 100 Fredericksburg, VA 22408 Phone: (540) 322-5768</p>	<p>Galax 1117 East Stuart Drive, Suite 167 Galax, VA, 24333 Phone: (276) 236-5105</p>
<p>Hampton 600 Butler Farm Road - Suite B Hampton, VA, 23666 Phone: (757) 978-3581</p>	<p>Henrico - Cedar Fork 121 Cedar Fork Road Henrico, VA, 23223 Phone: (804) 652-3233</p>
<p>Lynchburg 3125 Odd Fellows Road Lynchburg, VA, 24501 Phone: (434) 947-2370</p>	<p>Martinsville 233 West Commonwealth Blvd. Martinsville, VA 24112 Phone: (276) 634-3600</p>

<p>Norfolk 861 Glenrock Rd – Suite 100 Norfolk, VA 23502 Phone: (757) 455-3601</p>	<p>Portsmouth 4010-C Victory Blvd. Portsmouth, VA 23701 Phone: (757) 929-2543</p>
<p>Prince George (Petersburg) 4300 Crossings Boulevard Prince George, VA 23875 Phone: (804) 862-6155</p>	<p>Prince William 13370 Minnieville Road Woodbridge, VA, 22192 Phone: (703) 897-0407</p>
<p>Radford 51-A West Main Street Radford, VA 24141 Phone: (540) 267-8100</p>	<p>Richlands 501 Railroad Ave. Richlands, VA 24641 Phone: (276) 963-2660</p>
<p>Richmond 4914 Radford Ave., Suite 101 Richmond, VA 23230 Phone: (804) 652-3415</p>	<p>Roanoke 707 S. Jefferson Street Roanoke, VA 24016 Phone: (540) 566-8036</p>
<p>Rocky Mount 50 Claiborne Avenue Rocky Mount, VA, 24151 Phone: (540) 483-0179</p>	<p>South Boston 2506 Houghton Avenue South Boston, VA, 24592 Phone: (434) 572-8330</p>
<p>South Hill-Lake Country Center 118 E. Danville St South Hill, VA, 23970 Phone: (434) 955-2252, Ext.3</p>	<p>Warsaw 487 Main Street Warsaw, VA 22572 Phone (540) 498-6210</p>
<p>Winchester 609 Cedar Creek Grade, Suite D1 Winchester, VA, 22601 Phone: (540) 678-7079</p>	<p>Wise 251 Ridgeview Road, SW Wise, VA 24293 Phone: (276) 325-7314</p>
<p>Wytheville 1000 East Main Street WCC Campus - Carroll Hall – Rm 242 Wytheville, VA, 24382 Phone: (276) 484-9411</p>	<p>Scan for Virginia Works Office Locations online. viriniaworks.gov/locations/</p> 

Updated: 02/04/2026

Virginia Works is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. The Rapid Response program is wholly funded by federal U. S. Department of Labor Employment and Training Administration Workforce Innovation and Opportunity Act (WIOA) funds (Award #25A55AW000121). One Hundred (100%) percent of the costs of this program is funded by federal funds.

Recently Lost Health Insurance?

You may be eligible for a Special Enrollment Period to apply for a private policy through the Marketplace!

What is a Special Enrollment Period (SEP)?

People who experience a change in life circumstance outside of Open Enrollment may be eligible for a 60-day Special Enrollment Period to apply for health insurance through Virginia's Insurance Marketplace. Qualifying events include:

- Loss of previous health insurance due to:
 - Loss of job or leaving a job.
 - Turning 26 and aging off a parent's plan.
 - Expiration of COBRA.
 - Employer stops offering coverage, or job-based coverage is no longer affordable.
- Retiring before age 65.
- Many more life changes!

Important Facts about the Marketplace

- The Marketplace is a tool for comparing and purchasing insurance plans that fit your income and health care needs.
- You can sign up for health insurance on the Marketplace at marketplace.virginia.gov or 1-888-687-1501.
- You cannot be denied for having a pre-existing condition.
- Each plan on the Marketplace includes FREE preventive services like annual exams and preventative screenings.
- You could qualify for financial help!

Questions? FREE in-person or virtual help is available! Call **1-888-392-5132** or go to enrollva.org/get-help to find a local assister!

Financial Assistance is Available

You are eligible for help paying for insurance through Virginia's Insurance Marketplace if:

- You are lawfully present in the US, including permanent residents and visa holders.
- You are not eligible for other government-sponsored coverage such as Medicare and Medicaid.
- You are not offered employer coverage that meets certain minimum standards.

Because of a new law, you may be eligible for financial assistance even if your income exceeds 400% of the Federal Poverty Line (see reverse for details).

You may also qualify for lower deductibles and out-of-pocket costs if your income is below 250% FPL.

ENROLL
VIRGINIA!

Quick Income Facts

- If your income is 138% FPL or less, you may be eligible for Medicaid (children and pregnant individuals with income up to 205% FPL may also qualify).
- If your income is 139% FPL or higher, you may be eligible for financial assistance in the Marketplace. This year, tax credits are available even if your income exceeds 400% FPL.
- You can apply the financial assistance to lower your monthly health insurance premium OR take the tax credits as a lump sum when you file your taxes.
- If your income is below 250% FPL, you may also qualify for "cost-sharing reductions," which reduce your out-of-pocket costs, such as deductibles and co-payments.
- You can review the income levels for the current plan year using HealthCare.gov's glossary of health insurance terms. Scan the QR code:



Marketplace vs. COBRA

- If you lose job-based coverage you qualify for a Special Enrollment Period to enroll in a Marketplace plan, even if you are offered COBRA.
- The financial assistance offered through the Marketplace is not available for COBRA.
- If you enroll in COBRA and your initial 60-day SEP ends, you must wait until Open Enrollment, you qualify for another SEP, or the COBRA expires to enroll in a Marketplace plan.
- Medicaid enrollment is open year-round, and you can apply even if you have other health insurance.
- It is always important to compare what doctors, hospitals, and prescriptions are covered before switching plans.



Medicaid Updates

Medicaid includes dental benefits for adults (children's dental is also included)!

Pregnant individuals who meet income guidelines, regardless of immigration status, are eligible for Medicaid.

Remember: adults under age 65 with income below 138% FPL are eligible for Medicaid, regardless of resources, family size, or disability.

You can apply for Medicaid year-round through:

- Enroll Virginia — 1-888-392-5132
- Cover Virginia call center — 1-855-242-8282
- Online application — CommonHelp.virginia.gov
- Your local Department of Social Services via paper application
- Online application through Virginia's Insurance Marketplace — marketplace.virginia.gov

ACA & Taxes

The tax penalty for not having health insurance has been removed — but having ACA insurance can still affect your taxes.

You cannot receive financial assistance for a Marketplace plan while you are enrolled in or eligible for other "minimum essential coverage."

Be sure to cancel your Marketplace coverage if you gain new employment that offers health insurance (even if it is more expensive than the Marketplace plan) or become eligible for Medicaid or Medicare. If you do not, you may have to repay the financial assistance you received through the Marketplace while eligible for other coverage.

PARTNERS AND OTHER RESOURCES

Agency	Contact
Adult Basic Education and GED	DOE.Virginia.gov
2-1-1 - Information	Dial 2-1-1 , Scan QR Code, Or 211virginia.org
Department for Aging and Rehabilitative Service	DARS.Virginia.gov
Department for the Blind and Vision Impaired	DBVI.Virginia.gov
Department of Labor and Industry - Apprenticeships	DOLI.Virginia.gov
Department of Social Services	DSS.Virginia.gov
Department of Veterans Services	DVS.Virginia.gov
EnrollVA - Healthcare Enrollment Assistance	EnrollVA.org
Legal Aid Society—Legal Assistance	VLAS.org
Virginia Community College Finder	vccs.edu/about/where-we-are/college-locator/
Virginia Employment Commission	VEC.Virginia.gov
Virginia Workforce Board	VirginiaCareerWorks.com/Board
Virginia Works	VirginiaWorks.gov
Trade Act Petitions	DOLETA.gov/tradeact
Free Annual Credit Report	AnnualCreditreport.com
Free Learning Tutorials	GCFLearnFree.org
Social Security Administration	SSA.GOV



WHAT'S NEXT?

- ~Set up your **job search profile**: Vawc.virginia.gov.
- ~Make an appointment with a **Dislocated Worker Program Representative** to discuss your skills and your possible need for training.
- ~**File an unemployment claim** if you have worked your last day.
- ~**Attend and learn at local workshops** for marketing your skills.
- ~Make sure you have a **budget for the period of transition**. Connect with listed resources for assistance.
- ~Work at your job search.

We are here to help you.



WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) DISLOCATED WORKER PROGRAM

The Dislocated Worker program is designed to help workers get back to work as quickly as possible and overcome barriers to employment. When individuals become dislocated workers as a result of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors, the Dislocated Worker program provides services to assist them in re-entering the workforce. Services for dislocated workers are integrated and provided through a national network of American Job Centers (AJCs). The AJCs provide significant resources to states to implement workforce education, training, and employment programs and help displaced workers.

Local contacts are provided through the Rapid Response Employee Briefing.

Connection may also be made by contacting a local Virginia Career Works Center.

A list of centers is found here: virginiaworks.gov/locations/



Virginia Workforce Connection

User Name and Password Reset Instructions



If you are a new user of the job search system, **VAWC.Virginia.gov**, you will set up a user profile beginning with a user name and password. Be sure to record and remember that information, along with the exact email address which you used to establish the account. Record those and then be sure to protect your information.

VAWC User Name: _____

VAWC Password: _____

Email Address: _____

If you already have an account but have forgotten the login information, use above QR code or visit the site at www.VAWC.Virginia.gov. Click on the **Sign In/Register** button in the upper right screen. Near the bottom of Option #1 you will see "If you have forgotten your user name and/or password, please click **Retrieve User Name or Password**." Click on Retrieve User Name or Password for three options.



Forgotten User Name and/or Password

Select an option to retrieve your User Name and/or Password

Option 1 - Forgot Password

If you have forgotten your password, please click [retrieve password](#). You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account

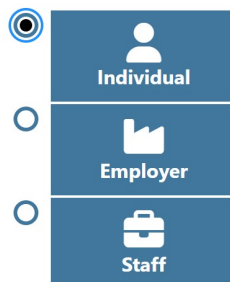
Option 2 - Forgot User Name

If you have forgotten your User Name, please click [retrieve User Name](#). You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account.

Option 3 - Forgot User Name and Password

If you have forgotten your User Name and password, please click [retrieve User Name and Password](#). You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account.

- Choose Option 1, 2, or 3.
- Select Individual level.
- Enter your Social Security Number and Email Address.



Your Information

* Social Security Number: (no dashes)

* Email:

If that does not work, click on the **Contact Staff** button and submit requested information to be contacted or visit your local Career Works Center for direct assistance from a Virginia Works Staff Member. Be sure to bring photo identification.

JOB SEARCH LOG

Record weekly job searches.

Use to report when submitting weekly unemployment claim. May be Copied.

BUSINESS NAME ADDRESS	CONTACT NAME PHONE/EMAIL	POSITION APPLIED FOR	ACTIVITY DATE	FOLLOW UP ACTION/DATE
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				