Pursuant to Ohio Revised Code Chapters 1347 and 149, and applicable federal confidentiality laws, all employee contact information provided to the Ohio Department of Job and Family Services (ODJFS) shall be treated as confidential and exempt from public disclosure. ODJFS shall not initiate contact with any listed employees without the employer's prior consent and/or until after the effective layoff date. Employers retain full discretion over the timing and method of communication with affected employees. Access to such information is restricted to authorized personnel and used exclusively for the administration of workforce development programs, including Rapid Response services under the Workforce Innovation and Opportunity Act (WIOA). This information is collected solely to facilitate coordinated reemployment assistance and is not used for any other propose.

This WARN Notice Worker List Spreadsheet can be used to accompany your company-created WARN Notice OR you can access JFS 00039 "WARN Notice Submission Form" to submit your WARN Notice for convenience. Click here: "Ohio WARN Notice Requirements & **Forms**" to download the WARN Notice Submission form (JFS 00039).

WARN Notice Worker List Spreadsheet

Employer Name and Address

Total Number of Affected Employees:

Job Title	Layoff Date	First/Last Name	Email Address and/or Phone Number

Job Title	Layoff Date	First/Last Name	Email Address and/or Phone Number

Job Title	Layoff Date	First/Last Name	Email Address and/or Phone Number

Job Title	Layoff Date	First/Last Name	Email Address and/or Phone Number

Job Title	Layoff Date	First/Last Name	Email Address and/or Phone Number