

SB 617 Compliance Checklist

California WARN Act Filing Requirements

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TIMING REQUIREMENTS

- Notice dated at least 60 days before layoff effective date
- Effective date clearly stated in notice
- File with EDD concurrently (same day as employee notice)

REQUIRED RECIPIENTS (3 groups)

- Affected employees (individual written notices)
- Local Workforce Development Board (found via cwdb.ca.gov)
- Chief Elected Official (Mayor/City Manager/Board of Supervisors)

STATUTORY CONTENT (SB 617)

- LWDB Coordination statement with city/county names
- Rapid Response 54-word text (exact statutory wording)
- CalFresh disclosure with helpline 877-847-3663
- Company contact information (phone + email)

COMMON MISTAKES TO AVOID

- Do NOT use 'approximately' for employee counts (be exact)
- Do NOT mail to wrong LWDB (verify jurisdiction)
- Do NOT forget to file with EDD same day
- Do NOT omit company contact information

FINAL STEPS

- Print on company letterhead

- Obtain executive signature
- Send via certified mail (keep tracking numbers)
- Retain copies for 3 years

LEGAL DISCLAIMER: This checklist is provided for informational purposes only and does not constitute legal advice. California WARN Act requirements are complex and vary by situation. Always consult qualified employment counsel before filing any WARN notice. CaliforniaWarn.com is not responsible for filing errors or compliance violations. Purchase of this checklist does not create an attorney-client relationship.