

The Seventh Planning District Consortium Workforce Development Board

Administrative Office

4000 Viking Dr., Suite A-1, Bossier City, LA 71111 | (318) 632-2022

Matt Wheeler, Chairman | **Candle Sattler**, Interim Director of Workforce Development

Guidance Letter Issued on November 9, 2020

Subject: Revision to Guidance Letter Issued on April 9, 2020: LWDA 70 WIOA Youth Participants Stipend during COVID-19 Pandemic

Purpose: To provide LWDA 70 Staff with guidance for granting classroom and online classroom stipends to youth enrolled into the Title I WIOA Youth Program.

Procedure: The following procedures will be adhered to by LWDA 70 Staff in case managing WIOA Participants.

Effective Date: November 23, 2020

Background:

March 13, 2020, Louisiana Governor John Bel Edwards issued a proclamation aimed to slow the spread of COVID-19, immediately halts any gathering of more than 250 people, closes all K-12 public schools statewide effective Monday, March 16, as Louisiana seeks to slow the spread of COVID-19 in the state.

March 16, 2020, CDC staff took the initiative to begin working remotely. We have taken all necessary measures to ensure everyone is equipped to provide the same great customer service and remain reachable at the usual phone numbers to answer questions and provide support and information as usual.

Due to the social distancing measures necessary to slow the spread of the COVID-19 outbreak in our region, LWDA 70 ask for the CDC staffs' assistance to continue and correspond with the education and training instructor to provide services to the WIOA participants.

A temporary procedure for LWDA 70 WIOA Youth Participants to receive a weekly stipend for online training.

Action:

Due to the majority of the training providers offering courses either fully online, hybrid and online-dominant, or hybrid and on-ground-dominant LWDA 70 will change the \$75 weekly stipend to a \$25 daily stipend. LWDA 70 Youth Participant who attends a fully online, hybrid and online-dominant, or hybrid and on-ground-dominant training daily and meets all requirements below will be eligible for the daily stipend. The payment schedule for stipends will remain as usual.

American Job Center Locations



cdconline.org

Bienville Parish
2434 Manning St.
Ringgold, LA 71068
(318) 894-9173

Bossier Parish
4000 Viking Dr., Suite B-1
Bossier City, LA 71111
(318) 741-7363

Caddo Parish
125 E. Louisiana Ave.
Vivian, LA 71082
(318) 676-5721

Claiborne Parish
507 W. Main St.
Homer, LA 71040
(318) 927-3336

DeSoto Parish
142 Lake Rd.
Mansfield, LA 71052
(318) 871-2391

Lincoln Parish
307 N. Homer St., Suite 307
Ruston, LA 71270
(318) 251-5023

Natchitoches Parish
303 Bienville St.
Natchitoches, LA 71457
(318) 357-2414

Red River Parish
615 E. Carroll St., 3rd Floor
Coushatta, LA 71019
(318) 932-9570

Sabine Parish
1125 W. Mississippi Ave., Suite A
Many, LA 71449
(318) 256-2698

Webster Parish
902 Lee St.
Minden, LA 71055
(318) 371-3024



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Requirements for a daily stipend of \$25.00 for attendance:

- Timesheet **MUST** be submitted every two (2) weeks from the participant's instructor to the participant's LWDA 70 Staff in their residing parish.
- At a minimum the participant and participant's instructor **MUST** submit verification of timesheet either by letter or email, stating the student was actively engaged in online training activities during the week ending on a specific date. Example: "I confirm this student is engaged in online and/or classroom training during the week ending on _____".

If you have any questions, please contact Candle Sattler at (318) 632-2022.

Respectfully,



Candle Sattler
Interim Director of Workforce Development