

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, Director of Workforce Development

GUIDANCE LETTER

Date: May 27, 2021

Subject: LWDA 70 WIOA ITA Signature when CDC Finance Officer is not available.

Purpose: To provide the LWDA 70 staff with guidance on who can sign an ITA when the CDC Finance Officer is not available.

Procedure: Follow this guidance based on Local ITA Policy. The LWDA 70 staff are responsible for knowing and following Federal, State and Local Policy.

In the event that the CDC Finance Officer is not available to sign an Individual Training Account (ITA) prior to the start of training, the WIOA Program Manager is authorized to sign the ITA. If the WIOA Program Manager is not available, then the Director of Workforce Development is authorized to sign the ITA.

It should be known that by "not available" is in reference to being out of the office for a duration of time which would jeopardize the participant from being funded through WIOA services. Under this circumstance, the WIOA Program Manager or Director of Workforce Development may sign the ITA, and their signatures signify this purpose.



Candle Sattler
Director of Workforce Development



Nicholas Olsen
WIOA Program Manager

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) 678-5721

DeSoto/Red River 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

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

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



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