



LOUISIANA WORKS
DEPARTMENT OF LABOR

Kathleen Babineaux Blanco
Governor

John Warner Smith
Secretary

OFFICE OF THE SECRETARY
Incumbent Worker Training Program

March 10, 2006

To: All Training Providers Participating in the Incumbent Worker Training Program (IWTP)

From: Wendy Thibodeaux, ^{WTK} IWTP Program Manager

Subject: Revised IWTP Invoice Supporting Documentation Guidelines

In order to streamline and standardize the processing of Incumbent Worker Training Program (IWTP) invoices, we have revised our Invoice Supporting Documentation Guidelines to include the following requirements:

1. Standardized sign in sheets
2. Authorized signature (not computer generated) on Certificates of Completion
3. Standardized Travel Expense Reports
4. Requests for reimbursement of travel expenditures must be submitted at the time the tuition expenditures for which travel occurred are submitted.
5. For (Cost Per Student) tuition, if a participant attends less than 100% of the training, LDOL will only reimburse that percentage of the tuition, which has been prorated accordingly.
6. For class size projects (Cost Per Course), LDOL will reimburse the primary training provider 100% of course cost provided a minimum of 75% of scheduled participants are in attendance. If the attendance is less than 75%, LDOL will reimburse a prorated share of the total course costs.
7. Prior written approval required from Regional Program Advisors if the cost of an item exceeds the price listed in the approved application; for items in the Materials and Supplies and Non Consumables categories prior written approval required when items exceed 10% of the approved price.

These requirements apply to all Primary, Secondary, and Vendor training providers for all IWTP training that occurs on or after April 1, 2006. The Louisiana Department of Labor (LDOL) shall not be liable for any requests for payments that do not contain the required supporting documentation.

Thank you for your commitment to training the Louisiana workforce. With your help, Louisiana Works!

If you have any questions regarding these new guidelines, please contact your Regional Program Advisor at <http://www.laworks.net/forms/iwt/IWTPRegionalContacts.pdf>.

Approved By:

Michael Harris, Director
Incumbent Worker Training Program

Cc: Alesia Wilkins
IWTP Staff