



**LOUISIANA WORKS**  
DEPARTMENT OF LABOR

**Kathleen Babineaux Blanco**  
Governor

**John Warner Smith**  
Secretary

**OFFICE OF THE SECRETARY**  
**Incumbent Worker Training Program**

TO: All Training Providers Participating in the Incumbent Worker Training Program (IWTP)  
FROM: Wendy Thibodeaux, IWTP Program Manager  
SUBJECT: New IWTP Contract Revision/Amendment Request Form and Invoice  
DATE: February 9, 2006

In our continuing efforts to streamline IWTP processes, our Contract Revision/Modification Request Form and Invoice (both previously Microsoft Excel documents) are being replaced with an online version of the forms. We would like to thank those of you who participated in our focus group meetings at the Louisiana Department of Labor (LDOL) – your input and feedback was extremely valuable in implementing what we feel are positive changes to the program. We also hope to implement the online Quarterly Report in the very near future and will notify you as soon as it is available.

The implementation of the revised forms will:

1. Eliminate the need for dual entry of basic contract information (e.g. training provider and employer names, contract number and effective dates, line item obligation amounts, etc.);
2. Provide an online mechanism to track contract revisions and amendments; and
3. Provide an online current summary of line item obligations, payments and balances.

The new forms must be used for all active IWTP contracts. Training providers can begin immediately accessing the new forms at the LDOL-IWTP Web Based Application website at: [www.laworks.net](http://www.laworks.net). Please note that you must be on the Main Menu of an approved IWTP contract in order to access the forms. You will be able to view invoices previously submitted in Excel and should begin submitting subsequent invoices online. If you see that an invoice you previously submitted in Excel has not been logged onto the online system, please contact Linette Watson, IWTP Invoice Supervisor at (225) 925-4188 for further instructions before submitting your next invoice.

In order to provide a transition period to the new forms, LDOL will continue to accept the older Excel documents until February 28, 2006 and IWTP staff will input the information into the Web Based Application System. Effective March 1, 2006, LDOL will no longer accept the older Excel documents.

Thank you for your commitment to training the Workforce of Louisiana. If you have any questions regarding the revised forms, please contact your IWTP Regional Program Advisor or Application Specialist at:  
<http://www.laworks.net/forms/iwt/IWTPRegionalContacts.pdf>.

Approved by:

Michael Harris, Director  
Incumbent Worker Training Program

Cc: Alesia Wilkins  
IWTP Staff