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John Bel Edwards, Governor
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Office of Workforce Development

Date: March 25, 2020

Subject: Special COVID-19 Blanket Employment Certificates for Minors to work in Louisiana

In response to the current COVID-19 event, pursuant to La. R.S. 23:184.1 the Louisiana Workforce Commission (LWC) will begin issuing sixty (60) day blanket Employment Certificates for employers desiring to employ minors in the State of Louisiana. Employment Certificates issued due to this event shall expire sixty (60) days from the date of issuance. Upon expiration, employers will be required to obtain Employment Certificates as required pursuant to La. R.S. 23:181 et. seq.

Employers desiring to obtain an Employment Certificate pursuant to this memorandum must submit a completed and signed "Application to Employ Minors under 18" along with proof of age to laborprograms@lwc.la.gov. The application can be downloaded from the Louisiana Workforce Commission's website or by copying and pasting the following web address into your web browser: <http://www.laworks.net/Downloads/WFD/MinorApplicationToEmployForm.pdf>. Incomplete applications will not be processed. Employers should allow three (3) days for processing.

When the application has been approved, the employer will be notified via email from the LWC Office of Workforce Development. The names of those minors who are approved to work pursuant to the Employment Certificate will also be attached to the email. As indicated, blanket Employment Certificates are effective for a maximum of sixty (60) days. Blanket Employment Certificates are not transferable. Certificates are required to be kept at the minor's work location.

Any questions or concerns regarding this memorandum should be directed to laborprograms@lwc.la.gov.

Louisiana Workforce Commission

Office of Workforce Development

Labor program Division