

**LOUISIANA STATE  
INTERAGENCY  
COORDINATING COUNCIL  
(LA-SICC)**



**HANDBOOK  
2019**

**John Bel Edwards  
Office of the Governor**



## TABLE OF CONTENTS

Table of Contents.....	2
Welcome Message.....	3
What is the SICC.....	4
Mission, Goals, Purpose.....	4
What Agencies are Represented.....	4
Bylaws.....	6
SICC Responsibilities.....	12
What are the Roles of the SICC.....	13
Sample Agenda.....	16
Membership and Committees.....	17
Member Agency Descriptions.....	22
What is Early Intervention.....	25
List of Commonly Used Terms and Acronyms.....	27
SICC Meeting Schedule.....	28
SICC Office Information.....	29
SICC Committee Application Form.....	30
SICC Additional Resources.....	31
SICC Attachments.....	32
SICC Member Spreadsheet	
EarlySteps Regional Coordinators	
EarlySteps SPOE	
EarlySteps Regional Map	
SICC Budget	
SICC/OCDD Interagency Agreement	
State Travel Documents	
Miscellaneous Documents	



## WELCOME MESSAGE

Bienvenue!

Thank you for your interest in Louisiana's State Interagency Coordinating Council (La-SICC). The information provided in this packet has been put together to provide members of the SICC with an overview who makes up the SICC and what SICC's mission and purpose is. A brief overview of the lead agency and all agencies working together with the EarlySteps Program to provide services to Louisiana's children, aged birth to three is also provided.

The SICC is a Governor appointed Council that strives for a diverse membership that is representative of Louisiana's population. The federal regulations, IDEA Part C, require that members are from state agencies, public and private providers of early intervention services, member of the state legislature, and parents of children with developmental disabilities. Other community members may be appointed to the Council by the Governor of Louisiana.

The goal of Louisiana's SICC is to ensure that families of children with developmental disabilities have access to the best services Louisiana has to offer. With your help, we will continue to make a positive difference in the lives of Louisiana's children.

Thank you for choosing to serve!

Sincerely,

Shanida Mathieu,  
Chair

## What is the State Interagency Coordinating Council?

*The State Interagency Coordinating Council (SICC) is authorized and required by Public Law 108-446, the Individuals with Disabilities Education Improvement Act of 2004, Part C, Section 641 and Act 109 of 1998, Chapter 8 of Title 17 of the Louisiana Revised Statutes of 1950, Part III, Section 1979. The duties of the SICC shall include advising and assisting the lead agency in the following:*

1. Developing and implementing the policies and procedures of EarlySteps, Louisiana's Early Intervention System.
2. Achieving the full participation, coordination, and cooperation of all appropriate public agencies in the state.
3. Effective implementation of EarlySteps by establishing procedures that include:
  - Seeking information from service providers, family service coordinators, parents, and others about any policies that may impede timely service delivery, and
  - Taking steps to ensure that policy problems are identified and resolved.
4. Provision of appropriate services for children ages birth through two.
5. To the extent appropriate, assist in resolution of disputes.
6. Identification of fiscal resources and other support for early intervention services, assign financial responsibility to appropriate agencies, and promote interagency agreement.
7. Preparation of applications and amendments to applications.
8. Transition of infants and toddlers with special needs to preschool and other appropriate services.
9. Review the annual report prepared by the lead agency containing information on the status of EarlySteps.
10. May advise appropriate agencies in the state with respect to the integration of services for infants and toddlers with special needs and at-risk infants and toddlers and their families.
11. Monitors grant activities to assure compliance with the intent of legislation.
12. Review and make recommendations on all expenditures of Part C funds.
13. Receive and review reports on grant activities.
14. Create a positive public climate conducive to EarlySteps activities through various public awareness and legislative activities.
15. Promote best practices and research.
16. Serve as a conduit for public opinion regarding all aspects of EarlySteps.

## Mission

The Louisiana State Interagency Coordinating Council (LA-SICC) works in collaboration with the Louisiana Office for Citizens with Developmental Disabilities, in an advisory capacity, to design and oversee the implementation of a family-centered, community-based, comprehensive, interagency system for infants and toddlers (birth through two years of age) who are eligible for Early Steps and their families. Our goal is to advise and assist the Louisiana Department of Health (LDH), as the Lead Agency, in the monitoring and evaluation of this system to ensure that families are supported and the potential of each child is maximized.

## Goal

The goal of the SICC is to foster and strengthen interagency collaboration and coordination between participating state agencies, public, and private early intervention service providers, and families by increasing opportunities for interagency collaboration and coordination, networking, information sharing, and public input. The successful implementation of EarlySteps depends upon a strong commitment of the SICC members.

## Purpose

Our purpose is to advise and assist LDH in the performance of its responsibilities as the Lead Agency, particularly in regard to the following:

- Identification of the sources of fiscal and other support for early intervention services
- Assignment of financial responsibility to the appropriate agency
- Promotion of interagency agreements

LA-SICC also advises and assists LDH in the preparation of applications, the transition of infants and toddlers to preschool or other appropriate services, and the preparation and submission of an annual report to the governor. We also update federal authorities on the status of [Early Steps: Louisiana's Early Intervention System](#).

## What agencies are represented in the SICC?

### Louisiana State Legislature

### State Agencies

- Louisiana Department of Education (LDOE)
  - Homeless Children and Youth
  - Head Start Agency
  - Preschool
- Louisiana Department of Health (LDH)
  - Medicaid
  - Office of Behavioral Health (OBH)
  - Office for Citizens with Developmental Disabilities (OCDD)
  - Office of Public Health (OPH)

- Department of Children and Family Services
  - Foster Care

Providers (Public and Private)

Parent of Children with Disabilities

### Agency Representatives

- Personnel Preparation
- Insurance Agency
- Developmental Disabilities Council



## **BYLAWS**

### **State Interagency Coordinating Council**

---

#### **ARTICLE I NAME AND SCOPE**

The name of this body shall be the State Interagency Coordinating Council (hereinafter referred to as "The Council"). Its territories shall include all of the state of Louisiana. The population to whom it is dedicated shall be infants and toddlers with special needs and their families. Infants and toddlers shall be defined as children from birth through age two inclusive. Lead Agency shall be defined as the agency designated by the Governor as responsible for the administration of the Part C of IDEA in Louisiana.

#### **ARTICLE II DUTIES OF THE COUNCIL**

Section 1: The goal of the Council shall be to work with the Lead Agency and the Regional Interagency Coordinating Councils in the implementation of Part C of IDEA (Individuals with Disabilities Education Improvement Act of 2004) within the scope of coverage indicated in ARTICLE I.

Section 2: The duties of the Council shall be to:

- a. To advise and assist the Lead Agency in the performance of the responsibilities under this Part, particularly the identification of the sources of fiscal and other support for early intervention services, assignment of financial responsibility to the appropriate agency, and the promotion of interagency agreements;
- b. To advise and assist the Lead Agency in the preparation of applications and amendments thereto;
- c. To advise and assist the Lead Agency regarding the transition of toddlers with special needs to preschool and other appropriate services;
- d. To advise and assist the State Educational Agency regarding the transition of toddlers with special needs to preschool and other appropriate services;
- e. To advise and assist the Lead Agency in reviewing and making recommendations on all expenditures of Part C funds;
- f. To the extent appropriate, advise and assist the Lead Agency in the resolution of disputes;
- g. To advise and assist the Lead Agency in facilitating the functioning of Regional Councils;
- h. To advise and assist the Lead Agency in the implementation of Part C by establishing procedures that include: seeking information from service providers, family service coordinators, parents

and others about any Federal, State, or local policies that may impede timely service delivery; and, taking steps to ensure that policy problems are identified and resolved;

- i. To advise and assist the Lead Agency in developing and implementing policies and procedures of Part C;
- j. To prepare and submit an annual report to the Governor and to the United States Secretary of Education on the status of early intervention programs for infants and toddlers with special needs and their families operated within the state of Louisiana. The council may elect to review the annual report prepared by the Lead Agency on the status of Part C in Louisiana and submit it to the Governor and to the United States Secretary of Education.
- k. The council may advise appropriate agencies with respect to the integration of services for infants and toddlers with special needs and at risk infants and toddlers and their families, regardless of whether at risk infants and toddlers are eligible for services.

### **ARTICLE III MEMBERSHIP OF THE COUNCIL**

Section 1: The Council shall be appointed by the Governor. In making appointments to the Council, the Governor shall ensure that the membership of the Council reasonably represents the population of the State. The Governor shall designate a member of the Council to serve as chairperson of the Council. Any member of the Council, who is a representative of the Lead Agency, may not serve as the chairperson of the Council.

#### Section 2: COMPOSITION

The Council shall be composed of:

- a. Parents-Not less than twenty percent of the members shall be parents of infants or toddlers with developmental disabilities or children with disabilities aged twelve or younger, with knowledge of, or experience with, programs for infants and toddlers with developmental disabilities. Not less than one such member shall be a parent of an infant or toddler with a disability or a child with a disability aged six or younger.
- b. Service Providers- Not less than twenty percent of the members shall be public or private providers of early intervention services.
- c. State Legislature- Not less than one member shall be from the Louisiana state Legislature.
- d. Personnel preparation-Not less than one member shall be involved in personnel preparation.
- e. Agency for early intervention services- Not less than one member shall be from each of the State agencies involved in the provision of, or payment for, early intervention services to infants and toddlers with developmental disabilities and their families and shall have sufficient authority to engage in policy planning and implementation on behalf of such agencies;

- f. Agency for preschool services-Not less than one member shall be from the state educational agency responsible for preschool services to children with developmental disabilities and shall have sufficient authority to engage in policy planning and implementation on behalf of such agency.
- g. State Medicaid Agency- Not less than one member shall be from the agency responsible for the state Medicaid and CHIP programs.
- h. Head Start Agency-Not less than one member shall be from a Head Start or Early Head Start agency or program.
- i. Child Care Agency- Not less than one member shall be from a State agency responsible for child care.
- j. Agency for Health Insurance-Not less than one member shall be from the agency responsible for the State regulation of private health insurance;
- k. Office of the coordination of education of Homeless Children and Youth- Not less than one member shall be a representative designated by the Office for the Education of Homeless Children and Youth.
- l. State Foster Care Representative- Not less than one member shall be a representative from the State child welfare agency responsible for foster care;
- m. Mental Health Agency-Not less than one member shall be a representative from the State agency responsible for children's mental health;
- n. Other members as selected by the Governor's Office including a representative from the Governor's Office of Indian Affairs or from a federally or state recognized tribe.

**ARTICLE IV  
COUNCIL OFFICERS**

Section 1: Officers shall be designated as Chairperson, Vice-Chairperson (whenever possible, should be a Parent Representative), Secretary, Parliamentarian, and Parent at Large.

Section 2: Vice-Chairperson, Secretary, Parliamentarian, and Parent at Large shall be elected by nomination and majority vote of the membership of the Council. The Chairperson is appointed by the Governor.

Section 3: Terms of office for the officers of the Council shall be for two years. Election of Vice-Chairperson, Secretary, Parliamentarian and Parent at Large shall be held at the first quarterly meeting in odd numbered calendar years. The Chairperson shall serve at the pleasure of the Governor. Special Elections will be held at the Council Meeting at which the Council is informed of a vacancy of an Officer. Officers will assume their duties immediately.



Section 4: In the event of the Chairperson's absence, the Vice Chairperson will step in to fulfill the duties of the Chairperson.

Section 5: A nominating committee shall be appointed by the chairperson at the third quarter Council meeting prior to the council's election year. The committee shall provide notice in writing of its nominees to all council members at least 21 days in advance of the January meeting. Additional nominations may be made from the floor.

Section 6: The Executive Committee of the Council shall be comprised of the Council officers and Chairpersons from each of the SICC committees. Each standing committee receives one vote on the SICC Executive Committee. The Vice-Chair of the standing committee may attend and vote in the absence of the Chair. A Lead Agency Representative shall be present at the Executive Committee meetings.

## **ARTICLE V MEETINGS**

Section 1: The council shall meet at least quarterly and in such places as it deems necessary. Whenever possible, the Council meetings should be held on the second week of the months of January, April, July and October. The meetings shall be publicly announced and to the extent appropriate, open, and accessible to the general public.

Section 2: A quorum of the Council shall be defined as a simple majority. Proxies that are present in lieu of a council member will be counted in the quorum.

Section 3: All proceedings of the Council will be conducted in accordance with the Louisiana Open Meeting Laws. A record of the proceedings will be maintained by the Council's Executive Director.

Section 4: No Member of the Council shall cast a vote on any matter which would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest.

Section 5: Robert's Rules of Order shall govern the conduct of business in all cases in which they are applicable and not in conflict with the by-laws.

## **ARTICLE VI SICC COMMITTEES**

Section 1: The council will have standing committees that will address the needs of the council as determined by the State Interagency Coordinating Council (SICC). The Chairs and Vice Chairs of the standing committees shall be elected by the committee members. Task Forces will be convened according to need and the chair of the Task Force will be appointed by the Chair of the Council.

Section 2: The role of the Council Committees is to provide advice and assistance to the Council regarding the development and implementation of Louisiana's Early Intervention System by making recommendations that are endorsed and approved by the Council and submitted to the Lead Agency for their consideration.

Section 3: Council Committees shall meet quarterly in the morning hours preceding the Council meeting during the second week of the months of January, April, July and October, whenever possible. Additional meetings may be called by the Chairperson, Vice-Chairperson, or by a third of the Committee membership.

Section 4: A quorum of the Committees shall be defined as a simple majority of voting members. A committee member becomes a voting member upon appointment by the Executive Committee.

Section 5: Committee membership (excluding Executive Committee) shall consist of representatives from each of the following stakeholder groups: SICC Member; OCDD Staff; Family/Parent; State Agency Representative; Regional Coordinator; Community Outreach Specialist; Independent Provider, Agency Provider; Family Service Coordinator; System Point of Entry; Local Education Agency; University/Institute of Higher Education; Early Head Start/Head Start; Early Childhood/Regular Education; and other members as determined by the Committee Chairperson or Vice-Chairperson.

Section 6: Interested individuals must complete an application to be considered for membership on a Committee. The Executive Committee will make all committee appointments.

Section 7: All proceedings of the Committees will be conducted in accordance with the Louisiana Open Meeting Laws. A record of the proceedings will be maintained by the SICC Executive Director.

Section 8: Committee members do not have a vote on matters brought before the Council unless they are a designated member of the Council. Only State Interagency Coordinating Council (SICC) members are allowed to vote on matters brought before the Council at the SICC meetings.

Section 9: Council members are required to be a member of a Standing Council Committee.

## **ARTICLE VII USE OF FUNDS BY THE COUNCIL**

The fiscal year shall begin July 1 and end June 30. Subject to the approval of the Governor, the Council may prepare and approve a budget using funds under this Part to:

- a. Conduct hearings and forums, to reimburse members of the Council for reasonable and necessary expenses for attending Council meetings and performing Council duties,
- b. Reimbursing child care for parent representatives,
- c. Pay compensation to a member of the council if the member is not employed or must forfeit wages from other employment when performing official council business,
- d. Reimburse travel expenses for Council committee chairs or vice chairs when performing Council business related to their committee when other resources are not available. The chair or vice chair will be reimbursed according to Louisiana's travel policy (PPM 49) related to members of Boards and

Commissions. The Executive Committee will approve the chair or vice chair for Council reimbursement for this purpose.

The Council shall use funds under this Part to hire an executive director who shall be responsible to and report directly to the council and the Governor or his designee to carry out its functions under this Part. The executive director shall be hired as an unclassified employee of the Office of the Governor. The cost of maintaining the functions of the executive director and council shall be specified by an interagency agreement between the Lead Agency and the Office of the Governor. The council may also use funds under this Part to obtain the services of other such professional, technical, and clerical personnel as may be necessary to carry out its functions under this Part.

## **ARTICLE VIII AMENDMENTS**

These By-Laws may be amended by a two-thirds vote of the members present. Proposed changes shall be presented by two weeks advance written notice to the Council prior to the vote at the Council Meeting. If passed, the changes to the By-Laws are effective immediately.



## **SICC Responsibilities**

1. Advise and assist the lead agency in developing and implementing the policies and procedures of EarlySteps: Louisiana's Early Intervention System.
2. Assist the Lead Agency in achieving the full participation, coordination, and cooperation of all appropriate public agencies in the State.
3. Assist the lead agency in the effective implementation of EarlySteps by establishing procedures that include
  - Seeking information from service providers, family service coordinators, parents, and others about any policies that may impede timely service delivery
  - Taking steps to ensure that policy problems are identified and resolved.
4. Advise and assist the Lead Agency regarding the provision of appropriate services for children ages birth through two.
5. To the extent appropriate, assist the lead agency in the resolution of disputes.
6. Advise and assist the lead agency in the identification of financial resources and other support for early intervention services; assign financial responsibility to appropriate agencies; and promote the interagency agreement.
7. Advise and assist the Lead Agency in the preparation of applications and amendments to applications.
8. Advise and assist the Lead Agency regarding the transition of infants and toddlers with special needs to preschool and other appropriate services.
9. Review the annual report prepared by the Lead Agency containing information on the status of EarlySteps.
10. May advise appropriate agencies in the state with respect to the integration of services for infants and toddlers with special needs and at-risk infants and toddlers and their families.
11. Monitors grant activities to assure compliance with the intent of the legislation.
12. Review and make recommendations on all expenditures of Part C funds.
13. Receive and review reports on grant activities.
14. Create a positive public climate conducive to EarlySteps activities through various public awareness and legislative activities.

15. Promote best practices and research.

16. Serve as a conduit for public opinion regarding all aspects of EarlySteps.

### Overall Responsibilities of Members

- To support the mission and philosophy of EarlySteps.
- To promote the interagency agreements serving infants and toddlers with special needs and their families.
- To maintain a commitment to represent the interests of children with special needs and their families.
- To conduct oneself as a “special state employee” upholding the laws and values of the state of Louisiana, work to promote public trust, and be sure to avoid the appearance of conflict of interest (i.e. using your appointment for personal gain or the benefit of any agency or person with which you may be affiliated).

### SICC Members – Do’s and Don’ts

#### **Please do:**

- Attend scheduled meetings and events. If you are unable to attend, please call or email the Executive Director in advance.
- Become an active member of at least one committee. The SICC’s planning, policy development, and advisory work is done primarily through its committees.
- Familiarize yourself with the Federal and State statutes, the Part C State Application, the State Performance Plan (SPP), the SICC By-Laws, and other major documents and publications.
- Review and comment on disseminated materials, position statements, etc. as requested; share your perspective on issues discussed at SICC or Committee meetings.
- Make reference to and promote SICC positions when meeting with other groups.
- Keep the SICC leadership and/or Executive Director informed of ideas, information, and/or concerns. Always check if you are in doubt about any issues.
- Share information relevant to early intervention services and infants and toddlers with special needs with the SICC staff and other members and bring information from other groups and committees you may serve on to the SICC.
- Contact state and federal legislators – AS REQUESTED – and provide information on matters pertaining to early intervention services and needs of eligible children and families. **[\*\*Note:**

---

**Political contact is not expected of members if it is inconsistent with the law, their work, or their personal views. As a member of a board or commission, you ARE NOT allowed to lobby! You may contact legislators to provide information ONLY.]**

- Volunteer to represent the SICC on related committees, task forces, advisory groups, or speak at conferences, legislative hearings, and the like. Share these interests with the SICC.
- Advise the Executive Director of any changes in your mailing address, phone, fax, or email address. Let the Executive Director know if you have any questions or if she can assist you in any way.
- Get to know the other SICC members.

**Please Don't:**

- Represent the SICC or a SICC position unless you are authorized to do so and are fully informed.
- Assume the SICC will pay for various things without checking in advance.
- Use your position on the SICC to seek funding for any agency or project in which you have a financial or partisan interest.
- Neglect this important role you have been appointed to fulfill.

**Time Commitment**

- Minimum ranges from 20-40 hours per year.
- SICC Meetings – Four quarterly meeting are held on the second Thursday of January, April, July, and October. Meetings begin at 1:00 p.m. and usually last about 2 hours.
- Committee meetings are held on the same days as SICC meetings from 9:00/9:30 am – 11:30/12:00 pm. Committee meetings are also held on an as needed basis and are usually scheduled at times convenient for the committee members. Some committee meetings are held monthly, some are held every other month, and some are held quarterly. Most committee meetings are held in Baton Rouge.

**Training for New Members**

- Formal SICC New Member Orientation will be held annually, date will be determined by membership changes.
- Orientation manuals are provided for each new member.
- Consultation with the Executive Director is available.

- Other training opportunities are available to SICC members, i.e. Part C meetings sponsored by National Early Childhood Technical Assistance Center (NECTAC), Division of Early Childhood of the Council for Exceptional Children (DEC) Conferences, etc.

**Length of Service:** SICC members serve at the pleasure of the Governor.

## **What are the Roles of the SICC?**

The SICC assumes three major roles:

**ADVISOR:** The SICC is responsible for advising the Lead Agency, the Governor, the state legislature, and other participating state agencies on issues relating to the development of a coordinated system of early intervention services for infants and toddlers with special needs and their families. The Federal law defines the SICC membership and the program giving it a unique view of the “service system”. The SICC uses its special vantage point to be recognized as a source of information for key decision makers in the state.

**NEGOTIATOR:** The SICC works as an advocate to encourage a particular course of action taken by the state. The overall responsibility to assess the service system, as it exists in the state as well as the cultivation of interagency coordination, puts the SICC in a position to be effective in making changes in how services are provided in the state. With agency, provider, and consumer representatives on the SICC, communication can more easily be effected; gaps between agencies can hopefully be bridged.

**CAPACITY BUILDER:** The SICC enhances the ability of the system to address actual service needs. The SICC works to increase the quality and quantity of desired supports and services from the public and private sectors, to ensure that all eligible children and families will be provided with early intervention services.



## **SAMPLE AGENDA**

### **State Interagency Coordinating Council**

#### **I. Call to Order/ Welcome and Introductions**

#### **II. Action Items**

##### **a. Review and Approval of October 11, 2018 minutes**

##### **b. Reports**

###### **i. Chairperson – Shanida Mathieu (Chair)**

###### **ii. Executive Director—Melanie Washington**

###### **iii. Lead Agency Report—Brenda Sharp**

- **State Systemic Improvement Plan Update**
- **Family Cost Participation Report**
- **Annual Performance Report**

###### **iv. Regional ICC Reports**

#### **III. SSIP Committee Reports:**

##### **a. Family Assessment Workgroup**

##### **b. Service Delivery Supports Family Priorities**

##### **c. Team-based Practice Supports**

#### **IV. Other Business:**

##### **a. Orientation**

##### **b. Bylaw discussion**

#### **V. Public Comments**

#### **VI. Adjournment**





## Membership and Committees

### Composition of the SICC:

The composition of the SICC is outlined in the By-Laws (see Article III, Section 2).

#### Membership Category: Parents (A)

**Charles "Mike" Billings**  
943 Birmingham Drive  
Baton Rouge, LA 70819

**Phone:** (225)456-1221  
**Email:** [mikeinredstick@yahoo.com](mailto:mikeinredstick@yahoo.com)

**Angelá Lorio**  
11850 Wentling Ave. #A8  
Baton Rouge, LA 70815

**Phone:** (225)723-7193  
**Email:** [Ajglorio@gmail.com](mailto:Ajglorio@gmail.com)

**Shanida J. Mathieu**  
3021 Robert Street  
New Orleans, La 70125

**Phone:** (504)888-9111  
**Email:** [nidajmath@gmail.com](mailto:nidajmath@gmail.com)

**Michelle Roberie**  
1901 Idaho Ave.  
Kenner, LA 70062

**Phone:** (504)496-1835  
**Email:** [michelle\\_roberie@yahoo.com](mailto:michelle_roberie@yahoo.com)

#### Membership Category: Service Providers (B)

**Joy Pennington**  
6658 Millstone Avenue  
Baton Rouge, LA 70808

**Phone:** (225)315-8163  
**Email:** [joyjp.sla@gmail.com](mailto:joyjp.sla@gmail.com)

**Ann K. Phillips**  
1984 Wooddale Boulevard  
Baton Rouge, LA 70806

**Phone:** (225)305-3540  
**Email:** [eannphillips@yahoo.com](mailto:eannphillips@yahoo.com)

#### Membership Category: State Legislature (C)

**Rep. Patricia H. Smith**  
State Legislature  
5515 Riverbend Boulevard  
Baton Rouge, LA 70820

**Phone:** (225)342-7106  
**Email:** [smithp@legis.gov](mailto:smithp@legis.gov)

**Membership Category: Personnel Preparation (D)**

**Colleen Klein-Ezell**  
43375 Klein Road  
Hammond, LA 70403

**Phone:** (985)549-5279  
**Email:** [colleen.klein-Ezell@selu.edu](mailto:colleen.klein-Ezell@selu.edu)

**Membership Category: Early Intervention Agency (E)**

**Fiona C. Ritchey**  
1820 Kerlerec St.  
New Orleans, LA 70116

**Phone:** (504)568-2878  
**Email:** [Fiona.ritchey@la.gov](mailto:Fiona.ritchey@la.gov)

**Brenda B. Sharp**  
1138 Ashland Drive  
Baton Rouge, LA 70806

**Phone:** (225)342-0095  
**Email:** [Brenda.sharp@la.gov](mailto:Brenda.sharp@la.gov)

**Membership Category: Agency Representatives**

**Rebecca DeLaSalle**  
Insurance Agency (j)  
5513 Bluewater Drive  
Baton Rouge, LA 70817

**Phone:** (225)219-9433  
**Email:** [rdelasalle@ldi.la.gov](mailto:rdelasalle@ldi.la.gov)

**Anna "Kaye" Eichler**  
Preschool/Child Care Agency (E&I)  
P. O. Box 1077  
New Roads, LA 70760

**Phone:** (225)342-3647  
**Email:** [Kaye.Eichler@la.gov](mailto:Kaye.Eichler@la.gov)

**Sandee Winchell**  
Developmental Disability Council  
15246 Woodmoss Drive  
Baton Rouge, 70816

**Phone:** (225)342-6804  
**Email:** [sandee\\_winchell@la.gov](mailto:sandee_winchell@la.gov)

**Membership Category: State Agency Representative**

**Tracy Barker**  
Medicaid (g)  
P.O. Box 91030 Bin 24  
Baton Rouge, LA 70821

**Phone:** (225) 342-8156  
**Email:** [Tracy.barker2@la.gov](mailto:Tracy.barker2@la.gov)

**Jennifer Hannon**  
Mental Health (m)  
628 N. 4th Street  
Baton Rouge, LA 70802

**Phone:** (225)342-3931  
**Email:** [Jennifer.hannon@la.gov](mailto:Jennifer.hannon@la.gov)

**Antiqua Hunter**  
OPH – Homeless Children (k)  
1201 N. Third Street  
Baton Rouge, LA 70802

**Phone:** (225)219-0205  
**Email:** [antiqua.hunter@la.gov](mailto:antiqua.hunter@la.gov)

**Charmaine J. Magee**  
DCFS – Foster Care (I)  
14451 Summerset Drive  
Gonzales, LA 70737

**Phone:** (225)342-3486  
**Email:** [Charmaine.Jarvis-Magee.dcms@la.gov](mailto:Charmaine.Jarvis-Magee.dcms@la.gov)

**Kahree A. Wahid**  
LDOE – Head Start  
1608 Weems Avenue  
LeCompte, LA 71346

**Phone:** (225)219-1691  
**Email:** [Kahree.Wahid@la.gov](mailto:Kahree.Wahid@la.gov)

**Membership Category: At-Large**

**Marc F. Garnier**  
57938 Belaire Street  
Plaquemine, LA 70764

**Phone:** (504)667-4521  
**Email:** [GarnierM@aetna.com](mailto:GarnierM@aetna.com)

**Soundra T. Johnson**  
13719 Bayswater Drive  
Baton Rouge, LA 70810

**Phone:** (225)231-2490  
**Email:** [soundrajt@gmail.com](mailto:soundrajt@gmail.com)

**Bambi Polotzola**  
175 Hwy 743  
Opelousas, LA 70570

**Phone:** (225)219-7547  
**Email:** [Bambi.polotzola@la.gov](mailto:Bambi.polotzola@la.gov)

**Mary E. “Libbie” Sonnier-Netto**  
One Galleria Blvd, Ste 903  
Metairie, LA 70001

**Phone:** (504)840-9786  
**Email:** [Libbie@cdl.org](mailto:Libbie@cdl.org)

**EarlySteps Central Office Staff**

<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Phone</b>
Brenda Sharp	Program Manager	<a href="mailto:Brenda.sharp@la.gov">Brenda.sharp@la.gov</a>	(225)342-0095
Toni Ledet	Asst. Program Manager	<a href="mailto:Toni.ledet@la.gov">Toni.ledet@la.gov</a>	(225)
Valarie Laday	Training Coordinator	<a href="mailto:Valarie.laday@la.gov">Valarie.laday@la.gov</a>	(225)342-5715
Leona White	Provider Specialist	<a href="mailto:Leona.white@la.gov">Leona.white@la.gov</a>	(504)620-2208

---

### Current Standing Committees of the SICC

The SICC has standing committees to address the needs of the council as determined by the SICC. The role of the council committees is to provide advice and assistance to the Council regarding the development and implementation of Louisiana's Early Intervention System by making recommendations that are endorsed and approved by the Council and submitted to the Lead Agency for their consideration. The committees were re-formed in 2017 to address the current needs of the EarlySteps State Systemic Improvement Plan (SSIP). The committees meet quarterly.

#### Family Assessment Committee

<b>Mary Hockless (co-chair)</b>	Ariana Alexander	Kelli Kent
<b>Monica Stampley (co-chair)</b>	Terri Coombs	Nina Seneca
Valarie Laday	Tomorrow Fondal	Sandee Winchell
Joyce Ridgeway	Tracy Crump	Kahree Wahid
Helen Monic	Kelli Morgan	Bambi Polotzola
Lisa Pierron	Chardell Young	

This committee was formulated to establish the process that identifies and supports family concerns, priorities, and resources needed to address their child's development resulting in functional Individual Family Service Plan (IFSP) outcomes.

#### Team-Based Practice Supports

<b>Tim Butler (Chair)</b>	Chrissy Kraemer	Jen Walle
Steve Ivey	Ashley Casteel	Joanna Cottrell
China Guillory	Holly Bell	Tracy Barker
Kelly McGehee	Anthony Stafford	Ann Phillips

This committee was formulated to develop and implement a team-based approach where early interventionist and families collaborate with each other to address the family CPRs.

#### Service Delivery Supports Family Priorities

<b>Marc Garnier (co-chair)</b>	Tedra Landreaux	Nicole Meyers
<b>Shanida Mathieu (co-chair)</b>	Rebecca Walker	Sonya Heisser
April Hearron	Annette Fruge'	Valencia Allen
Monica Dowden	Dianne Pitts	Donna Talley
Penny Thibodaux	Torrie Keller	Jill Broussard

Service Delivery supports Family Priorities such that early interventionists address IFSP outcomes using intervention strategies where both the child and family are actively engaged and focused on familiar, everyday routines and activities.

### SICC Executive Committee

Shanida Mathieu  
Angelá Lorio  
Bambi Polotzola

Mike Billings  
Michelle Roberie  
Tracy Barker

Mary Hockless  
Brenda Sharp

The Executive Committee provides leadership for the SICC and Lead Agency. The duties include overseeing the activities of the Executive Director, appointing other committee members, appointing task forces as needed, planning SICC quarterly meeting agendas, and overseeing the business of the SICC, handling special requests/concerns as related to EarlySteps, and certify the Annual Performance Report.

### Nominating Committee

Shanida Mathieu

Tracey Barker

Sandee Winchell

The Nominating committee meets to decide on a slate of officers to present to the full State Interagency Coordinating Council. The nominating committee is selected by the SICC Chairperson and is made up of current Council members.



## MEMBER AGENCY DESCRIPTIONS

### Louisiana State Legislature

The legislative branch includes the legislature, which is comprised of the House of Representatives with a limit of 105 members and the Senate with 39 members. Additionally, officers and employees of the two houses and other officers and agencies are responsible to the legislature. Legislators are elected for four-year terms.

### State Agencies

#### Louisiana Department of Education - Early Childhood Education

Louisiana's legislature passed the Early Childhood Care and Education Act of 2012. This legislation seeks to have all children in publicly-funded birth to age five programs on track for success in school. The Board of Elementary and Secondary Education (BESE) is charged with unifying publicly funded preschool, Head Start and child care programs into a statewide early childhood network and to empower families by ensuring easy access to high-quality early learning options for their children.

#### Louisiana Department of Education – Head Start Collaboration Office

The Louisiana Head Start State Collaboration Office (LAHSSCO) is located in the Louisiana Department of Education. LAHSSCO provides a comprehensive, family-focused child development program that offers education, health, parental involvement, and social services for low-income families and their children.

#### Louisiana Department of Education – Coordination of Education of Homeless Children and Youth

The Louisiana Department of Education (LDOE) - Education for Homeless Children and Youths Program is a grant authorized under Title VII, Subtitle B of the McKinney-Vento Homeless Assistance Act as amended in ESEA, Title X, Part C, to fund subgrants to local education agencies (LEAs) to provide services and supports for students who are experiencing homelessness.

#### Department of Family and Children Services – Foster Care

DCFS is working to keep children safe, helping individuals and families become self-sufficient, and providing safe refuge during disasters. Foster Care is a protective service provided to children in custody of the Department of Children and Family Services. It provides substitute, temporary care (e.g., foster family home, residential care facility, etc.) for a planned period of time when a child must be separated from his or her own parents or relatives.

#### Louisiana Department of Health – Office of Behavioral Health/Mental Health

The Office of Behavioral Health (OBH) manages and delivers the services and supports necessary to improve the quality of life for citizens with mental illness and addictive disorders. The agency acts as

monitors and subject matter consultants for the children's Coordinated System of Care program and the Medicaid Healthy Louisiana managed care plans, which manage behavioral health services. OBH also delivers direct care through hospitalization and has oversight of behavioral health community-based treatment programs through the human services districts and authorities. Services are provided for Medicaid and non-Medicaid eligible populations.

### [Louisiana Department of Health – Office of Public Health/Early Intervention](#)

The mission of the Department of Health (LDH) Office of Public Health (OPH) is to protect and promote the health and wellness of all individuals and communities in Louisiana. We accomplish this through education, promotion of healthy lifestyles, preventing disease and injury, enforcing regulations that protect the environment, sharing vital information and assuring preventive services to uninsured and underserved individuals and families.

### [Louisiana Medicaid](#)

Medicaid provides medical benefits to low-income individuals and families. Although the federal government establishes the general rules for Medicaid, specific requirements are established by each state. In Louisiana, over a million residents receive health care coverage through Medicaid, most of who are children under 19. The Louisiana Medicaid Program operates within the Louisiana Department of Health.

## [Agency Representatives](#)

### [Louisiana Department of Insurance](#)

The Louisiana Department of Insurance (LDI) works diligently to balance the needs of insurance consumers with the insurance industry's need to run a competitive business. As a regulator, the LDI enforces the laws that provide a fair and stable marketplace with transparent rules so one insurer does not have an unfair competitive advantage over other insurers. The LDI also works to make certain that insurers comply with all the laws in place to protect policyholders. Louisiana is part of the U.S. insurance regulatory framework which is a highly coordinated state-based national system designed to protect policyholders and to serve the greater public interest through the effective regulation of the U.S. insurance marketplace.

### [Louisiana Developmental Disabilities Council](#)

The Louisiana Developmental Disabilities Council is made up of people from every region of the state who are appointed by the Governor to develop and implement a five year plan to address needed changes in the service delivery system for persons with developmental disabilities. Membership includes persons with developmental disabilities, parents, advocates, and representatives from public and private agencies.

## [Parent Members](#)

The Federal and State legislation require that at least 20% of the SICC members be parents of children with disabilities, ages birth through twelve. Parents bring the following contributions to the SICC:

- Personal experience with disability and early intervention programs;

- 
- A link to the larger statewide disability community to facilitate the exchange of information and resources;
  - A link to the larger group of parents through their personal activities with parent organizations, support groups, and other advocacy groups;
  - Direct grassroots response to proposed programs and policies as they are discussed and developed;
  - A constant reminder to the SICC of its overriding responsibility to the real and important needs of children with special needs and their families.

### **Public/Private Service Providers**

Local providers' perspectives on the implementation of EarlySteps can help to clarify the SICC's effort to establish a system, which is workable while at the same time promoting the attention to the needs of children and families. These individuals and others knowledgeable about children with disabilities bring to the SICC a unique perspective on the issues involving infants and toddlers with special needs and help develop creative ideas for innovations and improvements to the system. They bring their own view of the public and private service systems and can bring about coordination with other groups in the field of early intervention.





## What is Early Intervention? How to Explain Early Intervention Services

Early intervention is the process of providing services, education and support to young children who are deemed to have an established condition, those who are evaluated and deemed to have a diagnosed physical or mental condition (with a high probability of resulting in a developmental delay), an existing delay or a child who is \*at-risk of developing a delay or special need that may affect their development or impede their education. The purpose of early intervention is to lessen the effects of the disability or delay. Services are designed to identify and meet a child's needs in five developmental areas, including: physical development, cognitive development, communication, social or emotional development, and adaptive development.

Early intervention programs and services may occur in a variety of settings, with a heavy emphasis on natural environments. These programs and/or services are proven to be most effective when started as soon as the delay or disability is identified.



EarlySteps is a federal program that provides a comprehensive system of coordinated early intervention supports and services to families of infants and toddlers with disabilities. The requirements for the program are outlined in the legislation of Part C of the Individuals with Disabilities Education Improvement Act of 2004, otherwise known as IDEA. Early Steps is an interagency effort administered through the Louisiana Department of Health (LDH), Office for Citizens with Developmental Disabilities (OCDD) in conjunction with LA-SICC.

EarlySteps provides services to families with infants and toddlers aged birth to three years (36 months) who have a medical condition likely to result in a developmental delay, or who have developmental delays. Children with delays in cognitive, motor, vision, hearing, communication, social-emotional or adaptive development may be eligible for services. EarlySteps services are designed to improve the family's capacity to enhance their child's development. These services are provided in the child's natural environment, such as the child's home, child care or any other community setting typical for children aged birth to 3 years (36 months).

Experience has shown that families with young children with special needs frequently require a range of services which cannot be provided entirely by a single agency. Intervening with coordinated health, social, and educational services during the first three years of life increases developmental and educational gains for the child, improves family function, and reduces the costs of special care later in life. For more EarlySteps information, go to: <http://www.ldh.la.gov/index.cfm/page/139>

---

## **EarlySteps Regional Offices**

Nine regional coordinators are responsible for training, technical assistance, provider and referral source outreach, providing leadership at the regional level to support the State Systemic Improvement Plan (SSIP), and enrollment and handling problems and complaints, etc. Regional coordinators are housed in LDH Human Services District/Authority offices, OCDD regional resource center offices, or in other state agency offices.

Each Region within the state has an Interagency Coordinating Council (RICC). The regional coordinators are responsible for coordinating the RICC activities and meetings with regional providers, families, and other stakeholders. The RICC's are a major communication source at the local/regional level for EarlySteps information and early childhood activities in general. Parents, guardians, caregivers, providers, stakeholders, and all interested parties are encouraged to attend RICC meetings to stay current with the latest information and provide valuable feedback.



## List of Commonly Used Terms & Acronyms

---

APR – Annual Performance Report  
Arc – Association for Retarded Citizens  
ASQ – Ages and Stages Questionnaire  
BDI – Battelle Developmental Inventory  
CC – Children’s Choice Waiver  
COS – Community Outreach Specialist  
CPR – Concerns, Priorities, Resources  
CQI – Continuous Quality Improvement  
CSPD – Comprehensive System of Personnel Development  
DD – Developmental Disabilities  
DDC – Developmental Disabilities Council  
DEC – Division of Early Childhood  
EarlySteps – Louisiana’s Early Intervention System  
EI – Early Intervention  
FCP – Family Cost Participation  
FHF – Families Helping Families  
FPL – Federal Poverty Level  
FSC – Family Service Coordination/Family Support Coordination  
GODA – Governor’s Office of Disability Affairs  
ICC – Interagency Coordinating Council  
IDEA – Individuals with Disabilities Education Act  
IEP – Individual Education Plan  
IFSP – Individualized Family Service Plan  
LACHIP – Louisiana Child Health Insurance Program  
LA4 – 4 Year Old Pre-K Program  
LDH – Louisiana Department of Health  
LDE/LDOE – Louisiana Department of Education  
LEA – Local Education Agency  
LRS – Louisiana Rehabilitation Services  
MCH – Maternal Child Health  
MFP – Minimum Foundation Program funds (Money Follows Person)  
OBH – Office of Behavioral Health  
OCDD – Office for Citizens with Developmental Disabilities  
OPH – Office of Public Health  
OSEP – Office of Special Education Programs  
RICC – Regional Interagency Coordinating Council  
SEA – State Education Agency  
SICC – State Interagency Coordinating Council  
SPOE – System Point of Entry  
SPP – State Performance Plan  
SSIP – State Systemic Improvement Plan  
TANF – Temporary Assistance to Needy Families  
WIC – Women’s, Infants, and Children Supplemental Food Program



## State Interagency Coordinating Council 2019 Meeting Schedule

---

### **SICC Executive Committee Meetings**

Thursday, December 13, 2018 (10:00 – 12 pm)

Thursday, March 14, 2019 (10:00 am – 12 pm)

Thursday, May 9, 2019 (10:00 am – 12 pm)

Thursday, September 12, 2019 (10:00 am – 12 pm)

**\*\*All Executive Committee Meetings will be held in:  
State Capitol Annex, Suite 136 Conference Room**

### **SICC Quarterly Committee (Work Group) Meetings**

**January 10, 2019 (9:00 – 11:30):** 1-100 Louisiana Purchase Room, 1-141 Colorado Rm, 1-142 Montana Rm

**April 11, 2019 (9:00 – 11:30)** 1-136A T. Jefferson Rm A, 1-136B T. Jefferson Rm B, 1-141 Colorado Rm

**July 11, 2019 (9:00 – 11:30)** 1-136A T. Jefferson Rm A, 1-136B T. Jefferson Rm B, 1-141 Colorado Rm

**October 10, 2019 (9:00 – 11:30)** 1-136A T. Jefferson Rm A, 1-136B T. Jefferson Rm B, 1-141 Colorado Rm

### **SICC Quarterly Meeting**

**January 10, 2019 (1:00pm – 3:00pm)** – Louisiana Purchase Rm

**April 11, 2019 (1:00pm – 3:00pm)** – Thomas Jefferson A/B

**July 11, 2019 (1:00pm – 3:00pm)** – Thomas Jefferson Rm A/B

**October 10, 2019 (1:00pm – 3:00pm)** – Thomas Jefferson Rm



## **SICC Office Information**

---

### **Mailing Address/Phone/Email**

Office of the Governor  
Louisiana State Interagency Coordinating Council for EarlySteps  
P.O. Box 94004  
Baton Rouge, LA 70804

Phone (225)219-7560  
[Melanie.washington@la.gov](mailto:Melanie.washington@la.gov)

### **Physical Location**

State Capitol Annex  
1051 N. Third Street, Suite 136  
Baton Rouge, LA 70802

### **Office Hours**

Monday – Thursday  
8:00 am – 5:00 pm

### **Staff Person**

Melanie Washington  
Executive Director

### **Governor's Office of Disability Affairs**

Bambi Polotzola, Executive Director  
Jamar Ennis, Assistant Director

1051 N. Third Street  
Baton Rouge, LA 70802

Phone: (225)219-7547

Email: [Bambi.polotzola@la.gov](mailto:Bambi.polotzola@la.gov)  
[Jamar.ennis@la.gov](mailto:Jamar.ennis@la.gov)



## State Interagency Coordinating Council (SICC) Committee Application Form

<b>Date Completed</b>	
<b>Full Name (print)</b>	
<b>Council Position</b>	
<b>SICC Committee – 1<sup>st</sup> Choice</b>	
<b>SICC Committee – 2nd Choice</b>	
<b>SICC Committee – 3rd Choice</b>	

Committee Choice: Please select from the current standing committees in order of preference:

**Family Assessment**

Family Assessment to establish the process that identifies and supports family concerns, priorities, and resources needed to address their child’s development resulting in functional IFSP outcomes

**Team Based Practices**

Developing and implementing a Team-based approach where early interventionists and families collaborate with each other to address the family CPRs

**Service Delivery supports Family Priorities**

Service Delivery supports Family Priorities such that early interventionists address IFSP outcomes using intervention strategies where both the child and family are actively engaged and focused on familiar, everyday routines and activities.

*Pledge of Commitment*

*If chosen as a voting member of an SICC Committee, I pledge to make every effort to attend the four quarterly committee meetings held on the mornings of the second Thursday of January, April, July, and October and I will make every effort to attend any special meetings that are called.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Additional Resources

State Interagency Coordinating Council

<http://gov.louisiana.gov/page/la-sicc>

Louisiana EarlySteps

<http://www.ldh.la.gov/index.cfm/page/139/n/139>

EarlySteps Community Outreach Specialists

<http://www.ldh.la.gov/index.cfm/directory/detail/619>

EarlySteps Regional Coordinators

<http://www.ldh.la.gov/index.cfm/directory/detail/676>

EarlySteps System Point of Entry

<http://www.ldh.la.gov/index.cfm/directory/detail/609>

IDEA Part C Federal Regulation

<https://www2.ed.gov/policy/speced/reg/idea/part-c/index.html>

Governor's Office of Disability Affairs

<http://gov.louisiana.gov/page/disability-affairs>

Office for Citizens with Developmental Disabilities

<http://www.ldh.la.gov/index.cfm/subhome/11>

Louisiana Developmental Disabilities Council

<https://laddc.org/>

Early Childhood Technical Assistance Center

<http://ectacenter.org/>

### **SICC Member Important Online Documents:**

**Louisiana Code of Governmental Ethics**

<http://ethics.la.gov/Pub/Laws/ethsum.pdf>

**Louisiana Code of Governmental Ethics – Public Officers and Employees**

<http://ethics.la.gov/Pub/Laws/ethiclaw.pdf>

**Louisiana Open Meeting Laws (revised 1/2019)**

[http://app.la.state.la.us/llala.nsf/baad2991272084786257ab8006ee827/\\$file/open%20meetings%20law%20faq.pdf](http://app.la.state.la.us/llala.nsf/baad2991272084786257ab8006ee827/$file/open%20meetings%20law%20faq.pdf)

**Summary of the Louisiana Legislative Branch Lobbying Laws**

<http://ethics.la.gov/pub/Lobbying/Legislative%20Lobbying%20Summary%202011.pdf>

**Lobbyist Disclosure Act**

<http://ethics.la.gov/Pub/Laws/Title24LegislativeLobbying.pdf>

---

# SICC ATTACHMENTS



# 2018-2019 State Interagency Coordinating Council for EarlySteps Governor John Bel Edwards, State of Louisiana

SEAT INFORMATION AS LISTED IN STATUTE/COUNCIL POSITION	LETTER	MEMBER	MAILING ADDRESS	EMAIL ADDRESS	WORK PHONE
Appointed by the Governor; Agency Representative; LDH – Medicaid	G	Tracy Barker	P. O. Box 91030 Bin 24 Baton Rouge, LA 70821	Tracy.barker2@la.gov	(225) 342-8156
Parent of a child with Disabilities	A	Charles “Mike” Billings	943 Birmingham Drive Baton Rouge, LA 70819	mikeinredstick@yahoo.com	(225)456-1221
Agency Representative; Insurance	J	Rebecca DeLaSalle	5513 Bluewater Drive Baton Rouge, LA 70817	rdeiasalle@ldi.la.gov	(225)219-9433
Agency Representative – Preschool	F & I	Anna “Kaye” Eichler	P. O. Box 1077 New Roads, LA 70760	Kaye.Eichler@la.gov	(225)342-3647
At-Large	N	Marc F. Garnier	57938 Belaire Street Plaquemine, LA 70764	GarnierM@aetna.com	(504)667-4521
Agency Representative, LDH-Office of Behavioral Health	M	Jennifer Hannon	628 N. 4th Street Baton Rouge, LA 70802	Jennifer.hannon@la.gov	(225)342-3931
DOE Rep-Coordination of the Education of homeless children and youth	K	Antiqua L. Hunter	1201 N. Third Street Baton Rouge, LA 70802	Antiqua.Hunter@la.gov	(225)219-0205
At-Large	N	Soundra T. Johnson	13719 Bayswater Drive Baton Rouge, LA 70810	SJTemple@lahealthandrehab.org	(225)231-2490
Personnel preparation	D	Colleen Klein-Ezell, Ph.D.	43375 Klein Road Hammond, LA 70403	colleen.klein-Ezell@selu.edu	(985)549-5279
Parent of child with disabilities age twelve or younger	A	Angela G. Lorio	11850 Wentling Ave. #A8 Baton Rouge, LA 70815	Ajlorio@gmail.com	(225)723-7193
State Agency Rep. DCFS-Foster Care	L	Charmaine Jarvis Magee	14451 Summerset Drive Gonzales, LA 70737	Charmaine.Jarvis-Magee.dcs@la.gov	(225)342-3486
Parent of an infant or toddler with disabilities; Chairperson	A	Shanida J. Mathieu	3021 Robert Street New Orleans, La 70125	nidajmath@gmail.com	(504)888-9111
Private provider	B	Joy J. Pennington	6658 Millstone Avenue Baton Rouge, LA 70808	joyjp.sla@gmail.com	(225)315-8163
Private provider	B	Ann K. Phillips	1984 Wooddale Boulevard Baton Rouge, LA 70806	eannphillips@yahoo.com	(225)305-3540

# 2018-2019 State Interagency Coordinating Council for EarlySteps Governor John Bel Edwards, State of Louisiana

SEAT INFORMATION AS LISTED IN STATUTE/COUNCIL POSITION	LETTER	MEMBER	MAILING ADDRESS	EMAIL ADDRESS	WORK PHONE
At-large	N	Bambi D. Politzola	175 Hwy 743 Opelousas, LA 70570	Bambi.Politzola@la.gov	(225)219-7547
Agency Representative-LDH-Office of Public Health	E	Fiona C. Ritchey	1820 Kerlerec St. New Orleans, LA 70116	Fiona.ritchey@la.gov	(504)568-2878
Parent of a child with Disabilities	A	Michelle S. Roberie	1901 Idaho Ave. Kenner, LA 70062	Michelle_roberie@yahoo.com	(504)496-1835
Agency Representative – LDH/OCDD-Lead agency representative	E	Brenda Barron Sharp	1138 Ashland Drive Baton Rouge, LA 70806	Brenda.Sharp@LA.GOV	(225)342-0095
At least one member of LA Legislature	C	Patricia Haynes Smith	5515 Riverbend Boulevard Baton Rouge, LA 70820	smithp@legis.la.gov	(225)342-7106
At-large	N	Mary E. "Libbie" Sonnier-Netto	One Galleria Blvd, Ste 903 Metairie, LA 70001	Libbie@cdl.org	(504)840-9786
Representative of a Head Start Agency (LDOE)	H	Kahree A. Wahid	1608 Weems Avenue LeCompte, LA 71346	Kahree.Wahid@LA.GOV	(225)219-1691
State Agency Representative; LDH; Developmental Disabilities Council	E	Sandra "Santee" Winchell	15246 Woodmoss Drive Baton Rouge, 70816	Santee.Winchell@LA.GOV	(225)342-6804
At-Large	N	Allison J. Young	15222 Alma Mater Court Baton Rouge, La 70810	allison_young@uhc.com	(504)849-3520

**\*\*The letters in column two represent the composition of the council (a – n) as described in Article III, Section 2 of the bylaws.**

## EarlySteps Regional Coordinators

---

### **Joyce Ridgeway – Region 1**

EarlySteps Coordinator  
504.620.2209  
504.620.2846  
[joyce.ridgeway@la.gov](mailto:joyce.ridgeway@la.gov)  
Metropolitan Human Services District  
1010 Common St. Suite 600  
New Orleans, LA 70112

### **Valencia Allen – Region 2**

EarlySteps Coordinator  
225-925-7090  
225-925-7080  
[valencia.allen@la.gov](mailto:valencia.allen@la.gov)  
Capital Area Human Services District  
4615 Government Street Bin #16  
Baton Rouge, LA 70806

### **Timothy Butler – Region 3**

EarlySteps Coordinator  
985-876-8846  
985-876-8805  
[timothy.butler@la.gov](mailto:timothy.butler@la.gov)  
South Central Human Services Authority  
5593 Highway 311  
Houma, LA 70360

### **Monica Dowden – Region 4**

EarlySteps Coordinator  
337-262-1890  
337-262-5233  
[monica.dowden@la.gov](mailto:monica.dowden@la.gov)  
Acadiana Human Services Authority  
302 Dulles Drive  
Lafayette, LA 70506

### **Steven Ivey – Region 5**

EarlySteps Coordinator  
337-475-4831  
337-475-8055  
[steve.ivey@la.gov](mailto:steve.ivey@la.gov)  
Imperial Calcasieu Human Services  
3501 5th Ave. Suite C-2  
Lake Charles, LA 70607

### **Penny Thibodaux – Region 6**

EarlySteps Coordinator  
318.487.2414  
318.484.2458  
[penny.thibodeaux@la.gov](mailto:penny.thibodeaux@la.gov)  
Central Louisiana Human Services Authority  
429 Murray St. Suite B  
Alexandria, LA 71301

### **April Hearn – Region 7**

EarlySteps Coordinator  
318-741-7149  
318-741-7445  
[april.hearn@la.gov](mailto:april.hearn@la.gov)  
Northwest Louisiana Human Services Authority  
3018 Old Minden Rd. #1211  
Bossier City, LA 71112

### **Tracy Crump – Region 8**

EarlySteps Coordinator  
318-361-7237  
318-362-5305  
[tracy.crump@la.gov](mailto:tracy.crump@la.gov)  
Region 8 OPH Office  
1650 DeSiard Street  
Monroe, LA 71211

### **Jennifer Johnson – Region 9**

EarlySteps Coordinator  
504-451-0938  
225.567.1257  
[jennifer.johnson1@la.gov](mailto:jennifer.johnson1@la.gov)  
Northlake Resource Center  
5439 Live Oak Drive  
Hammond, LA 70401

---

## EarlySteps System Points of Entry

---

### Jessica Rodrigue (Region 1)

Program Director - Region 1 - New Orleans  
Area: Orleans, Plaquemines, St Bernard  
(504) 595-3408  
(504) 595-3158  
[jrodrigue@laeasterseals.com](mailto:jrodrigue@laeasterseals.com)  
1010 Common, Suite 2440  
New Orleans, LA 70112

### Brian Jakes, Jr. (Region 2)

Program Manager  
225-925-2426 | 1-866-925-2426  
225-925-1370  
[brian.jakes2@selahec.org](mailto:brian.jakes2@selahec.org)  
4324 S. Sherwood Forest Blvd., Suite B-155  
Suite A  
Baton Rouge, LA 70809

### Brian Jakes, Jr. (Region 3)

Program Manager  
985-447-6550 | 1-866-891-9044  
985-447-6513  
[brian.jakes2@selahec.org](mailto:brian.jakes2@selahec.org)  
602 Parish Road  
Thibodaux, LA 70301

### Mary F. Hockless (Region 4)

CEO  
337-359-8748 | 1-866-494-8900  
337-359-8747  
[teamfsrc@bellsouth.net](mailto:teamfsrc@bellsouth.net)  
138 East Main Street  
Suite 4  
New Iberia, LA 70560

### Mary F. Hockless (Region 5)

CEO  
337-359-8748 | 1-866-494-8900  
337-359-8747  
[teamfsrc@bellsouth.net](mailto:teamfsrc@bellsouth.net)  
138 East Main Street  
Suite 4  
New Iberia, LA 70560

### Ariana Alexander (Region 6)

Program Supervisor  
318-487-1165 | 1-855-449-0900  
318-445-4990  
[aalexander@laeasterseals.com](mailto:aalexander@laeasterseals.com)  
700 Main Street  
Pineville, LA 71360

### Kim Williams (Region 7)

Supervisor  
318.226.8038 | 1.866.676.1695  
318.425.8295  
[kim.spoe@gmail.com](mailto:kim.spoe@gmail.com)  
2620 Centenary Blvd.  
Building 2, Suite 249  
Shreveport, LA 71104

### Toshia Laing (Region 8)

Director  
318.322.4788 | 1.877.322.4788  
318.322.1549  
[rwalker@laeasterseals.com](mailto:rwalker@laeasterseals.com)  
1863 Avenue of America  
Monroe, LA 71201

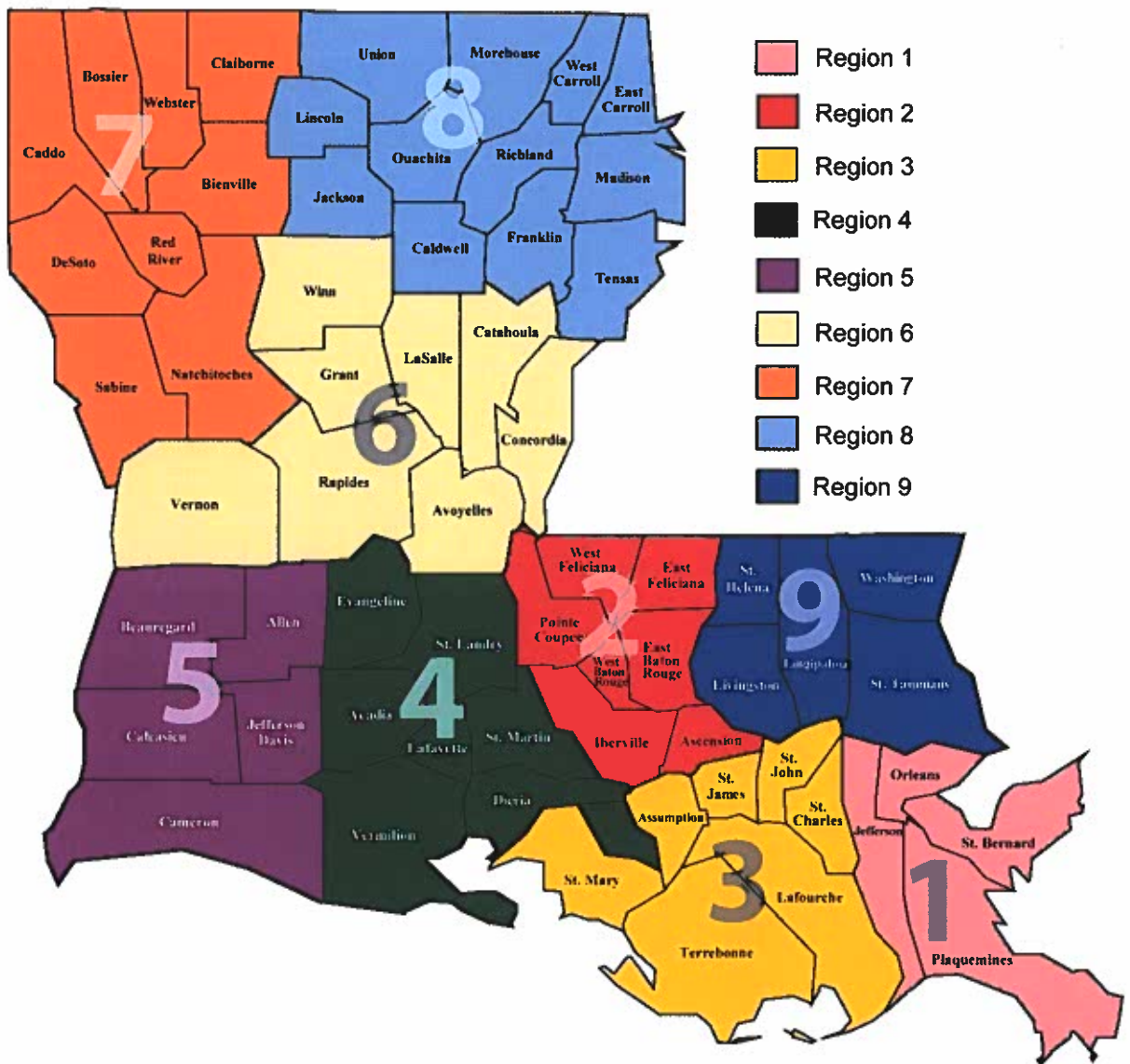
### Brian Jakes, Jr. (Region 9)

Program Manager  
985-429-1252 | 1-866-640-0238  
985-429-1613  
[brian.jakes2@selahec.org](mailto:brian.jakes2@selahec.org)  
1302 J.W. Davis Drive  
Hammond, LA 70403

### Brian Jakes, Jr. (Region 10)

Program Manager  
504.496.0165 | 1.866.296.0718  
504.496.0167  
[brian.jakes2@selahec.org](mailto:brian.jakes2@selahec.org)  
1321 26th St.  
Kenner, LA 70026

# EarlySteps Regional Map







**State of Louisiana**  
**ISIS Financial System**  
**Exp / Rev Organization Responsibility Report**  
**For Period Ending 06/30/2018**

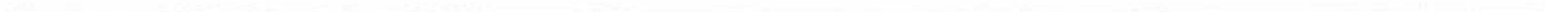
Run Date: 07/01/2018 04:26:43 PM  
 Last Refresh Date: 07/06/2018 12:43:02 PM  
 Report ID: 2600  
 Distribute to: 0050100

Responsible Agency: 100 EXEC OFFICE  
 Reports To Orgn: SP01 ADMINISTRATI  
 Reports To Lorg:

Approp Unit: 100 ADMINISTRATI

FY: 2018 Fund: 100 OP-EXC OFFICE Agency: 100 EXEC OFFICE  
 Organization Level: 03 Organization: 1019 LA COORDINATING COUNCIL  
 Organization Type: 2

Object		ACTUAL		EXPENDITURES		Remaining Budget	
Cat	Rev Sctr Description	Current Budget	Period	YTD	Pre-Encumbrance Balance	Encumbrance Balance	Remaining Budget Less Pre-Encumb Bal
2150	SAL UNCLATM	0.00	0.00	423.08	0.00	0.00	-423.08
<b>Total Category 21 SALARIES</b>		<b>65,000.00</b>	<b>4,230.76</b>	<b>50,280.92</b>	<b>0.00</b>	<b>0.00</b>	<b>4,719.08</b>
2220	RET CONT TCH	0.00	1,125.36	5,851.98	0.00	0.00	-5,851.98
2370	UNEMPL BENEF	0.00	645.06	2,374.06	0.00	0.00	-2,374.06
<b>Total Category 40 REL BENEFITS</b>		<b>28,891.00</b>	<b>2,341.04</b>	<b>25,054.52</b>	<b>0.00</b>	<b>0.00</b>	<b>3,836.48</b>
3700	OT CHRG TRAV	2,200.00	236.99	2,983.77	0.00	0.00	-783.77
3730	OT CHRG SUPP	909.00	43.83	213.14	0.00	0.00	695.86
<b>Total Category 65 OTHER CHARGE</b>		<b>6,109.00</b>	<b>292.07</b>	<b>4,623.51</b>	<b>0.00</b>	<b>0.00</b>	<b>1,485.49</b>
4960	IAT-PRINTING	1,000.00	0.00	0.00	0.00	0.00	1,000.00
<b>Total Category 85 IAT</b>		<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>Total Org 1019 LA COORDINATING COUNCIL</b>		<b>91,000.00</b>	<b>6,863.89</b>	<b>79,968.95</b>	<b>0.00</b>	<b>0.00</b>	<b>11,041.05</b>





INTERAGENCY AGREEMENT

BR-19B  
(8/08)

Interagency Agreement Between

Office of the Governor (1001019) and  
(Recipient Agency and #)

DHH - Office for Citizens with Developmental Disabilities (340)  
(Sending Agency and #)

For Fiscal Year 2017-2018

Office of the Governor (1001019) is budgeted to receive the following revenue  
(Agency Name and #)

from DHH - Office for Citizens with Developmental Disabilities (340) by Interagency Transfer for the following reason(s):  
(Agency Name and #)

The reason for the Interagency Agreement is :  
  
Administrative cost for the operation of the State Interagency Coordinating Council (SICC) - \$107,761

C. Selman Recipient Agency Fiscal Officer Date 10/5/17

C. Munnich Sending Agency Fiscal Officer Date 10/5/2017

NOTE:

It is the Receiving Agency's responsibility to ensure the execution of this Agreement. Both Agencies must submit copies of this Agreement with their Budget Request (and any subsequent BA-7s as documentation for I.A.T. revenues and I.A.T. expense).

Both Agencies must submit copies of this Agreement with their Budget Request (and any subsequent BA-7s as documentation for I.A.T. revenues and I.A.T. expense).



STATE OF LOUISIANA  
**TRAVEL AUTHORIZATION**

DEPARTMENT/DIVISION			DATE OF REQUEST	DATE EFFECTIVE	T.A. NUMBER
SECTION	COST CENTER	OFFICIAL STATION/DOMICILE	TYPE OF AUTHORIZATION		
I HEREBY CERTIFY THAT THE PRESCRIBED DUTIES OF THE POSITIONS AND THE INCUMBENTS, THEREOF, AS SPECIFIED BELOW, NECESSITATE TRAVEL EXPENDITURES OF THE NATURE AND AMOUNT HEREIN SPECIFIED, FOR WHICH AUTHORIZATION IS HEREBY REQUESTED UNDER THE PROVISIONS OF LAW AND REGULATION.			<input type="checkbox"/> IN-STATE TRAVEL	<input type="checkbox"/> WORKSHOP	
			<input type="checkbox"/> OUT-OF-STATE	<input type="checkbox"/> MEETING	
			<input type="checkbox"/> CONF./ CONVENT.		
			<input type="checkbox"/> SPONSORED		

SECTION HEAD

AUTHORIZED BY OR FOR DEPARTMENT HEAD  
(MUST BE COMPLETED ON ALL AIR TRAVEL AUTHORIZATIONS UNDER PPM 49)

APPROVED BY OR FOR DIVISION HEAD

AUTHORIZATION OF AGENCY OPERATING SPECIAL PURPOSE AIRCRAFT  
(TO BE USED WHEN SPECIAL PURPOSE AIRCRAFT USED FOR GENERAL TRAVEL, PPM 49)

AUTHORIZED BY OR FOR DIRECTOR

NAME OF EMPLOYEE	TITLE OF POSITION	HOME ADDRESS

**PURPOSE OF TRIP OR NECESSITY FOR TRAVEL (MUST BE COMPLETED)**

TRAVEL ALLOWANCES		TRAVEL ADVANCE REQUESTED <input type="checkbox"/> YES - AMOUNT \$				(COMPLETE REVERSE)		<input type="checkbox"/> NO	
TOTAL FOR MONTH OR TRIP						\$		I certify that this voucher has been examined, that the proposed expenditure is authorized by appropriation and allotment and does not exceed the unencumbered balance of the allotment to which it is properly chargeable, that the prices or rates are fair and reasonable, and the total estimated cost has been entered as a charge against the allotment(s) and appropriation(s) indicated on this travel authorization.	
TOTAL FOR QUARTERLY ENDING						\$			
TOTAL FOR FISCAL YEAR						\$			
FUND	APPRN	AGENCY CODE			EXP CODE		COMPTROLLER/FISCAL OFFICER		
PUNCHED		VERIFIED			EXAMINED BY	DATE			

Reimbursement for all travel expenses will be made in accordance with Travel Regulations prescribed by the Governor, through the Division of Administration. See Policy and Procedure Memorandum No. 49, Travel Regulations, and Policy and Procedure Memorandum No. 67, Travel in State-owned Aircraft.

**PURPOSE OF TRIP OR NECESSITY FOR TRAVEL (Continued from front)**

**DETAIL ESTIMATION OF TRAVEL EXPENSES (Must Be Completed)**

AIR FARE (COACH CLASS)		\$	
PERSONAL CAR	_____ @ \$ .54 PER MILE	\$	
RENTAL CAR		\$	
LIMOUSINE, TAXI, ETC.		\$	\$
SUBSISTENCE	LODGING _____ NIGHTS @ \$ _____ /NIGHT	\$	
	MEALS _____ DAYS @ \$ _____ /DAY	\$	\$
TOLLS AND PARKING			\$
TIPS			\$
OTHER EXPENSES	REGISTRATION FEES	\$	
	MEMBERSHIP FEES	\$	
	OTHER (Explain)	\$	\$
TOTAL ESTIMATED REQUIRED EXPENDITURES (carry to front of form)			\$

**SPECIAL APPROVALS REQUIRED**

- WEEKEND TRAVEL
- VEHICLE RENTAL
- 50% ALLOWANCE
- USE OF PERSONAL VEHICLE
- OTHER (Please Explain):

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT HEAD

\_\_\_\_\_  
DATE





Out of State Hertz Car Rental Contract

Compact	\$29.00	\$159.50	weekly
Intermediate	\$33.00	\$181.50	weekly
Out of State Hertz	Phone Number 1-800-654-3131	Corporate Discount #s 70592	www.HERTZ.COM

Out of State Enterprise/National Car Rental Contract

Compact-	\$31.30	\$156.51	weekly
Intermediate	\$33.20	\$166.00	weekly
Out of State Enterprise	Phone Number 1-800-RENT-A-CAR	Corporate Discount #s NA1403	
National	ENTERPRISE.COM 1-877-222-9058	NA1403	NATIONALCAR.COM

**Gasoline (Receipt Required)**

Reimbursements require an original receipt, regular unleaded gasoline should be used or diesel when applicable. This applies for both state owned vehicles and rental vehicles, as mid-grade, super, plus or premium gasoline are not necessary. No travelers may purchase prepaid fuel. If traveler utilizes anything other than regular unleaded gasoline, unless vehicle requires diesel or any other manufacturer mandated grade, without justification and prior approval from the agency Department Head, traveler must reimburse the agency the difference between what was paid and the state average gasoline rate.

**Public Ground Transportation:** (Shuttles, Airport limousines, etc.)

The cost of public ground transportation such as buses, subways, airport shuttles/limousines, and taxis are reimbursable when the expenses are incurred as part of approved state travel. See receipt requirements below.

If utilizing Uber or Lyft type services, only standard size vehicles is reimbursable with an itemized receipt. Premium or large vehicles size are not reimbursable.

When travelers utilize free shuttle service, a \$3.00 tip may be allowed. This is not an automatic tip reimbursement, as travelers must show proof that the service was utilized.

Airport Shuttle/limousines, taxi reimbursements. A driver's tip for shuttles/limousines and taxis may be given and must not exceed 20% of total charge. Amount of tip must be included on receipt received from driver/company. All other forms of public ground transportation where a receipt is not possible and other than those listed above are limited to \$10 per day without a receipt, claims in excess of \$10 per day requires a receipt. At the agency's discretion, the department head may implement an agency wide policy requiring receipts for all public transportation request less than \$10 per day.

**PARKING:**

**Airport Parking Contracts:**

**Baton Rouge Airport:**

Documentations required to receive the contract price of \$3.50 per day (receipts required) for parking in the indoor parking garage as well as the outside fenced parking lot at the Baton Rouge Airport. State ID and Baton Rouge Airport certificate. This certificate must be completed and presented when exiting the parking area at Baton Rouge Airport. Therefore, the traveler must have both this certificate and their State ID badge to receive the state rate. For any agency that does not issue ID badges, the employee must present this certificate along with a business card and driver's license. Certificate may be obtained at: <http://www.doa.la.gov/pages/osp/Travel/Parking.aspx>

**New Orleans Airport – Park 'N Fly:** The state's contract rate is \$7.00 per day, \$42.00 weekly at Park 'N Fly (receipt required). Park 'N Fly requires state issued photo ID, or valid ID with a state business card, and a tax exemption form if reservation is not made on website, which is located at: <http://www.doa.louisiana.gov/osp/travel/parking.htm>. At the agency discretion, an employee may be paid actual expenses up to \$7.00 per day with a receipt.

**For parking other than the above contracts:**

Up to \$5.00 can be reimbursed without a receipt. Anything over this amount must have a receipt.

**REIMBURSEMENT FOR OTHER EXPENSES**

(These charges are while in travel status only)

**Telephone**

**Official State Business**

All business communication cost may be reimbursed, receipts required.

**Personal Calls:**

**Domestic Overnight Travel:** up to \$3.00 for personal calls upon arrival at each destination and up to \$3.00 for personal calls every second night after the first night if the travel extends several days

**International Travel:** up to \$10 for personal calls upon arrival at each destination and up to \$10 for personal calls every second night after the first night if the travel extends several days

**Internet Access charges** for official state business from hotels or other travel locations are treated the same as business telephone charges. A department may implement a stricter policy for reimbursement of Internet charges. (Receipts Required)

**BAGGAGE TIPS:**

**Hotel Allowances –** Up to \$3 tip per hotel check-in and \$3 tip per hotel checkout, if applicable.

**Airport Allowances –** Up to \$3 tip for airport outbound departure trip and \$3 tip for inbound departure trip (maximum total for entire trip not to exceed \$6.00).

**LUGGAGE ALLOWANCE: (Receipt Required)**

A Department Head or his designee may approve reimbursement to a traveler for airline charges for first checked bag for a business trip of 5 days or less and for the second checked bag for a 6 – 10 day business trip and/or any additional baggage which is business related and required by the department.

**INTERNATIONAL TRAVEL**

International travel must be approved by the Commissioner of Administration, or the entity head or his designee for Higher Education entities prior to departure, unless specific authority for approval has been delegated to a department head. Request for approval must be accompanied by a detailed account of expected expenditures (such as room rate/date, meals, local transportation, etc.) and an assessment of the adequacy of this source to meet such expenditures without curtailing subsequent travel plans.

**WAIVERS**

The Commissioner of Administration may waive in writing any provision in PPM49 when the best interest of the state will be served. All Waivers of PPM49 must receive prior approvals from the Commissioner of Administration, except in declared emergency situations.

**PLEASE REVIEW PPM 49 THOROUGHLY BEFORE MAKING YOUR TRAVEL ARRANGEMENTS TO ENSURE COMPLIANCE AND FOR PROPER REIMBURSEMENTS.**

**Web Site:**

<http://www.doa.la.gov/pages/osp/Travel/Index.aspx>



**LOUISIANA STATE EMPLOYEES FISCAL YEAR 2018-2019**

**POCKET GUIDE TO TRAVEL REGULATIONS**

For more detailed guidelines, refer to PPM No. 49 - General Travel Regulations (Effective July 1, 2018)

**ALL AIRFARE MUST BE BOOKED THROUGH SHORT'S TRAVEL AGENCY. SEE BELOW:**

**CONTRACTED TRAVEL AGENCY**

**SHORT'S TRAVEL MANAGEMENT d/b/a SHORTS TRAVEL SERVICE**  
Waterloo, IA

Toll free (888) 846-6810  
Fax: (319) 433-0847

Email: [state@shortstravel.com](mailto:state@shortstravel.com)  
Website: [www.shortstravel.com/la](http://www.shortstravel.com/la)

**\*\* PLEASE NOTE THAT THERE IS A \$21 CHARGE PER CALL FOR AFTER HOUR EMERGENCY SERVICE 1-888-846-6810**

After 5 p.m. and on weekends. This service is for emergency travel only and not for booking advanced travel.

**TRAVEL AUTHORIZATION:**

All non-routine travel must be authorized with prior approvals in writing by the head of the department, board, or commission from whose funds the traveler is paid.

**Contracted Hotel Services**

The state has a contract for hotel services with HotelPlanner. This contract may be utilized by all authorized travelers, contractors, board members and students who are traveling on behalf of State of Louisiana. Note: Travelers will be responsible for adhering to the hotel's cancellation policy that is set by the hotel when booking through HotelPlanner.

**Meals Allowance – Including Tax and Tips**

Receipts are not required for routine meals within these allowances unless a cash advance was received. (See Section 1503 B 2) Number of meals claimed must be shown on travel voucher. For meal rates, the inclusion of suburbs (see definition of suburb) shall be determined by the department head on a case-by-case basis.

**Travel with Overnight Stay:** Travelers may be reimbursed for meals according to the following schedule (minimum of 12 hours in travel status).

**Breakfast:** When travel begins at/or before 6 a.m. on the first day of travel or extends at/or beyond 9 a.m. on the last day of travel, and for any intervening days

**Lunch:** When travel begins at/or before 10 a.m. on the first day of travel or extends at/or beyond 2 p.m. on the last day of travel, and for any intervening days

**Dinner:** When travel begins at/or before 4 p.m. on the first day of travel or extends at/or beyond 8 p.m. on the last day of travel, and for any intervening days

**Routine Lodging Allowances –** The state has contracted for all hotel expenditures through Hotelplanner. Lodging rate, plus tax and any mandatory surcharge are allowed. ( Receipts are Required ) For lodging rates, the inclusion of suburbs shall be determined by the department head on a case-by-case basis. When two or more employees on official state business share a lodging room, the State will allow the actual cost of the room, subject to a maximum amount allowed for an individual traveler times the number of employees.

	Tier I
Breakfast	\$ 9
Lunch	\$13
Dinner	\$29
	\$51

	Routine Lodging
In-State Cities (except as listed)	\$93
Alexandria/Leesville/Natchitoches	\$96
Baton Rouge – EBR	\$105
Covington/Sidell – St. Tammany	\$93
Lafayette	\$93
Lake Charles – Calcasieu	\$93

	Tier II
Breakfast	\$12
Lunch	\$17
Dinner	\$30
	\$59

**LODGING: Routine Lodging**

New Orleans, Orleans St. Bernard, Jefferson, and Plaquemines Parishes May – June \$152

July–August \$109

New Orleans, Orleans, St. Bernard, Jefferson, and Plaquemines Parishes Sept–Jan \$148

New Orleans, Orleans, St. Bernard, Jefferson, and Plaquemines Parishes Feb–April \$173

Out-of-State (Except Cities listed in Tier III & IV) \$93

	Tier III
Breakfast	\$12
Lunch	\$19
Dinner	\$33
	\$64

**LODGING: Routine Lodging**

Atlanta, Austin, Cleveland, Dallas/Fort Worth, TX \$134

Denver, CO, Fort Lauderdale, Hartford, Houston, Kansas City, Los Angeles, Las Vegas, Miami, Minneapolis/ST. Paul, Nashville, Oakland, CA., Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR., Sacramento, San Antonio, San Diego, Sedona, St. Louis, Wilmington, DE, Puerto Rico, US Virgin Islands, all of Alaska and Hawaii, Guam, American Samoa, Saipan

	Tier IV
Breakfast	\$13
Lunch	\$19
Dinner	\$36
	\$68

**LODGING: Routine Lodging**

Baltimore MD, Seattle, WA, San Francisco, CA, Chicago, IL, Boston, MA \$212

Alexandria, VA, Arlington, VA,

New York City, Washington, DC \$225

International Cities \$200

**AIRFARE: Remember, while use of the contract travel agency is mandatory:**

The State Travel Office strongly encourages use of lowest logical airfares. The State always supports purchasing the "best value" ticket. You should ask the state's contracted travel agency to check for the lowest logical rates based on your personal needs.

Remember, PPM49, Section 1504 B2 (c) states "The policy regarding airfare penalties is that the State will pay for the airfare and/or penalty incurred for a change or cancellation if required by the State or other unavoidable situations approved by the agency's department head. Justification for the change or cancellation by the traveler's department head is required on the travel voucher." Tickets which are unused by a traveler should always be monitored by the traveler and the agency. Traveler should ensure that any unused ticket is considered when planning future travel arrangements. Some airlines have a policy which would allow for a name change to another employee within the agency. A view of the latest airline policies regarding unused tickets are available at the State Travel Office's webs <http://www.dca.la.gov/policies.asp?rel=af-index.aspx>

Ultimately, it is the traveler's responsibility to determine, upon initial notification of an unused ticket and then every 30 days thereafter, if traveler will be utilizing the unused ticket. If it is determined that the ticket will not be utilized prior to expiration and there is a possibility to transfer the ticket, the traveler must immediately advise the agency travel administrator that the ticket is available for use by another employee, section or agency. The travel administrator should then act accordingly. In addition, the Department Head, at a minimum of three months prior to expiration, must review all unused airfare to determine, based on the traveler's justification, if reimbursement from the traveler must be made to the agency for the amount of the unused ticket. All files must be properly documented. This may be accomplished with the unused ticket report sent to each agency program administrator each month from the contracted travel agency. This report in conjunction with employee notifications while booking other flights and employee email notifications every 90, 60, 30 and 14 days prior to ticket expiration should be more than sufficient to reduce the loss of reusable airfare.

**MILEAGE:**

Reimbursement from official domicile to area of travel based on most direct route. Mileage shall be reimbursable on the basis of \$0.54 per the following:

For official In-State business travel

1. Employee should utilize a state vehicle when available
2. Employee may rent a vehicle from Enterprise Rent-A-Car's State Motor Pool Rental Contract, if state vehicle is not available and travel exceed 100 miles; or
3. If an employee elects to use his/her personal vehicle, reimbursement may not exceed a maximum of 99 miles per round trip and/or day (or the return to domicile) at \$0.54 cents per mile.

**RENTAL CARS (Receipt Required)**

**In-State Vehicle Rental:** The State has contracted with Enterprise Rent-A-Car for the State Motor Pool Rental Contract which is mandatory

In-State Motor Pool Rentals

Compact \$29.50 \$162.25 weekly \$590.00 monthly

Intermediate \$31.50 \$173.25 weekly \$630.00 monthly

Only the rental of compact or intermediate model is reimbursable, unless non-availability is documented, or the vehicle will be used to transport more than two persons. Written approval from the department head prior to departure is required

ENTERPRISE CAR RENTAL: Number: NA1403 RESERVATIONS (24/7)

1-800-RENT-A-CAR OR ENTERPRISE.COM

In-State Phone Number Corporate Discount #'s

Enterprise 1-800-736-8222 NA1403

**OUT-OF-STATE Vehicle Rental (Receipt Required)**

Out-of-State Vehicle Rental Mandatory.

The State has contracted for rental vehicles for domestic, out-of-state travel, excluding Louisiana and international travel, utilizing the State of Louisiana's Out-of-State Contracts, which use is mandatory. The State of Louisiana Out-of-State participating vendors include Enterprise Rent-A-Car, National Car Rental and Hertz Car Rental Corporation. It is the traveler's discretion which rental company is utilized. Pricing includes CDW/ (Collision Damage Waiver) and a million dollar liability insurance.





