

Offer Letter F.A.Q.

Purpose of the Offer Letter	
What is the purpose of this offer letter?	The purpose of this offer letter is to protect you from a potential reduction in the amount of your PPP spending that is eligible for forgiveness. Ordinarily, your forgiveness amount will be reduced if your staffing has been reduced from its pre-COVID level.* However, if former employees refuse the offer contained in this letter, you document this refusal appropriately, and you demonstrate that you could not fill the position in the covered period, you may be protected from the reduction.
If a former employee refuses...	
If a former employee refuses the offer in this letter, what else do I have to do to avoid a forgiveness reduction?	You must keep a copy of the letter that you sent and document the date, time, and reason for the employee's refusal. You must also report the employee's refusal to the Louisiana Workforce Commission. In addition, you must be able to demonstrate that you were not able to fill the position for the covered period.
Will this have consequences for my former employee?	Yes. Your former employee may lose eligibility for unemployment benefits after you make the report to the Louisiana Workforce Commission.
Should I send this letter to a former employee who I know will not return to work?	It depends. If you already have a replacement who will work the same average number of hours that your former employee did before COVID-related disruptions, you may not face a forgiveness reduction* and you may not need to send this letter. However, if you are unable to replace the hours worked by the former employee, you may face a forgiveness reduction unless you send this letter.
If a former employee accepts...	
If a former employee accepts the offer in this letter, are there any new labor laws with which I must comply?	Yes. Your employees may now be eligible for paid sick leave under the Emergency Paid Sick Leave Act if they are affected by COVID-19 in certain specified ways . You are required to display this poster in a prominent place to inform employees of their rights.
If a former employee accepts the offer in this letter, but then quits or is fired for a cause, will this decrease my loan forgiveness?	No. However, you must be sure to document that date, time, and reason why the employee was fired for a cause or quit. An employee has been fired for a cause only if they did something wrong that led to their firing.
If a former employee asks to return to work for reduced hours, will this decrease my loan forgiveness?	No. If the employee requests a reduction in hours in writing, you will not face a reduction in your loan forgiveness as long as you preserve the documentation. If the reduction is requested via email or text, keep a time-stamped copy of this writing as documentation.

*The calculation of how staffing reductions affect your forgiveness amount is complex and there are other factors that may reduce your forgiveness amount. Please see our website at: <https://law.loyno.edu/united-early-care-education> for resources, including Webinars and FAQs.