



B.J. Walker, Commissioner

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January 12, 2006

MEMORANDUM

TO: Regional Directors

FROM: Cliff O'Connor, Deputy Director
Fiscal and Administration

RE: 2006 Adoption and Foster Parent Association of Georgia Annual Conference

The 33rd Annual Training Conference of the Adoptive and Foster Parent Association of Georgia (AFPAG) will be held at the Jekyll Island Convention Center March 17, 2006 through March 19, 2006. The Theme for the Conference is "*Advocating For a Brighter Future*". Foster Parents can receive 16.5 hours of continuing development credit by attending workshops and general sessions. Workshops begin at 9:00 a.m. on Friday and conclude on Sunday, March 19, 2006 at 12:00 p.m. Conference brochures have already been mailed to all foster parents that are AFPAG members and everyone that attended the conference last year. Foster Parents may also contact the president of their local Foster Parent's Association for conference information. Deadline for registration is January 31, 2006, all registrations after that date are subject to a late fee.

Although AFPAG operates independently from the Division, support is provided for the attendance of foster parents at the Conference. Fifteen percent of each county's total number of foster parents will be reimbursed for meals, registration and travel expenses for attending. In determining the actual number of foster parents in your county approved for reimbursement, please remember to count the total number of foster parents, not foster homes.

County Directors or their designee should select and notify the Foster Parents authorized to receive reimbursement for attending the Conference. All Foster Parents who attend the Conference at agency expense must be selected and notified by their county department prior to registration. The State Office will not make selections and notifications. Foster parents must register with AFPAG and make their own room reservations from the choices indicated in the conference brochure. Additionally, Foster Parents who have not been selected in prior years should be extended an invitation to attend before Foster Parents who have attended previously

Foster Parents are to be informed in advance that receipts for meals are a requirement. However, receipts for meals are not required per state travel regulations. Foster Parents and staff who live more than 140 miles from Jekyll Island are authorized for lodging and an evening meal for Thursday March 16, 2006. Dinner is reimbursed at a rate of \$20. Reimbursable travel expenses for the Conference include lodging, bridge fees, mileage, and meals.

REIMBURSEMENT PROCEDURES

Foster Parent reimbursement requests are to be handled by each county department and charged to UAS code 531, Foster Parent Support Services. Any questions regarding reimbursements should be directed to your local or regional accounting office. Travel will be reimbursed at 44.5 cents per mile from the home address to Jekyll Island and return to the home address. Roundtrip travel from the hotel to the convention center will also be reimbursed at a maximum of three trips.

The pre-registration fee is \$100 if postmarked before January 31, 2006. Counties should ensure that registrations are mailed in advance of January 31, 2006 to secure this rate. However, in the event that the pre-registration deadline is not met, the \$125 on-site registration fee will be reimbursed. Registration fees include a Saturday evening Awards Banquet and the annual AFPAG membership fee of \$7.50. The AFPAG membership fee is not reimburseable. Meals are reimbursed at the following rate:

| Day | Meal | Amount |
|------------|--|---|
| Friday | Breakfast (Foster Parent must have departed prior to 6:30 a.m. for breakfast reimbursement). | \$7.00 |
| Friday | Lunch | \$9.00 |
| Friday | Dinner | \$20.00 |
| Saturday | Breakfast | \$7.00 |
| Saturday | Lunch | \$9.00 |
| Saturday | Dinner | \$0 (Registration includes the dinner banquet. Participants who elect not to attend the banquet will not be reimbursed for dinner). |
| Sunday | Breakfast | \$7.00 |
| Sunday | Lunch | \$9.00 |

Foster Parents who drive in for Saturday sessions only will be reimbursed for mileage and \$9.00 for lunch. All reimbursements to foster parents will be handled by the county departments. The State Office does not have direct billing arrangements with the hotels for any expenses.

Child welfare staff and administrative staff may attend this conference. Registration, room and travel expenses for staff can be charged to the County Grant-In-Aid travel budget.

Please contact Dianne Cleveland-Sharp at dicleveland@dhr.state.ga.us or 404-651-7333 if any additional information is needed.

CEO:dcs

CC: Mary Dean Harvey, Division Director
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Alan Davis, Section Director, Fiscal Services
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