



January 19, 2005

**MEMORANDUM**

FROM: Steve Love  
Acting Division Director

TO: Managers of Field Operations  
County Directors

RE: 2005 Adoptive and Foster Parent Association of Georgia Annual Conference

The 32<sup>nd</sup> Annual Training Conference of the Adoptive and Foster Parent Association of Georgia (AFPAG) will be held at Jekyll Island Convention Center February 25-27, 2005. The theme for the Conference is *Serving Children and Families, Our Priority Our Commitment*. Foster parents can receive up to 16 ½ hours of continuing development credit by attending workshops and general sessions. Workshops begin at 9:00am on Friday, February 25<sup>th</sup> and conclude on Sunday, February 27<sup>th</sup> at 12:00pm. Conference brochures will be mailed directly to the county departments by AFPAG in the next few weeks.

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.

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 who are selected to attend should be representative of the county's total foster parent population. 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 at agency expense.

County Directors or their designee should select and notify the foster parents authorized to receive reimbursement for attending the Conference. Foster parents must register with AFPAG and make their own room reservations from the choices indicated in the Conference brochure. Foster parents should be informed in advance if receipts for meals are a requirement. However, receipts for meals are not required per state travel regulations.

**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 .28 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 by January 21, 2005. Counties should ensure that registrations are mailed in advance of January 21st 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 reimbursable.

Meals are reimbursed at the following rate:

<b>Day</b>	<b>Meal</b>	<b>Amount</b>
Friday	Breakfast (Foster parent must have departed prior to 6:30am 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 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 Yearby at [dyearby@dhr.state.ga.us](mailto:dyearby@dhr.state.ga.us) or 404-657-4484 if any additional information is needed.

SL:dfy

cc: Wilfred Hamm, Social Services Director  
Gwendora Bailey, Deputy Director  
Lynn Robinson, Deputy Director  
Alan Davis, Section Director, Fiscal Services  
Sharon Carlson, AFPAG President