



State of Florida
Department of Children and Families

Charlie Crist
Governor

Robert A. Butterworth
Secretary

DATE: February 20, 2008

TO: Regional Directors

THROUGH: George Sheldon, Assistant Secretary for Operations *George Sheldon*
David Fairbanks, Assistant Secretary for Programs *David Fairbanks*

FROM: *Patricia Badland*
Patricia Badland, Director of Office of Family Safety

SUBJECT: Independent Living Coordinators and Workforce Services Meeting
March 17-18, 2008 in Jacksonville, Florida
Participant Names and Contact Information Due March 12, 2008

PURPOSE: The purpose of this memorandum is to provide information on the Independent Living Coordinators meeting March 17-18, 2008 in Jacksonville, Florida.

ACTION REQUIRED: Please disseminate this memorandum to circuit administrators, community-based care lead agencies, and staff involved in the provision of services for youth in foster care and young adults formerly in foster care. Please have attendees email Catherine Heath at Catherine_heath@dcf.state.fl.us by **March 12, 2008** with the names of the people who will be attending the Independent Living meeting. If you are sending multiple representatives, please indicate those staff requiring travel reimbursement.

BACKGROUND: The next meeting for Independent Living Coordinators will be held in conjunction with the Agency for Workforce Development (AWI) and Workforce Florida, under the umbrella of the Statewide Shared Case Management Project that targets young adults formerly in foster care. This inter-agency coordination is a product of the Strengthening Youth Partnerships initiative in the State of Florida. Information will be shared about exciting workforce services.

In order to ensure widespread participation in this initiative, the Family Safety Program Office will reimburse a limited number of participants representing each of the lead agencies and Department Regions for travel costs. Please see the attachment for travel reimbursement requirements. Agencies are allowed to bring multiple participants to the meeting; however, the Department will only be able to reimburse those participants as designated by the Department Region Office or lead agency.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

| Lead Agency | Number of Staff DCF will Reimburse |
|------------------------------------|------------------------------------|
| Families First Network | 1 |
| Big Bend CBC- East | 1 |
| Big Bend CBC- West | 1 |
| YMCA- North | 1 |
| YMCA- South | 1 |
| CBC of Seminole | 1 |
| CBC of Brevard | 1 |
| Family Services of Metro-Orlando | 2 |
| Kids Central | 1 |
| Heartland for Children | 1 |
| Community Partnership for Children | 1 |
| ChildNet | 2 |
| Child and Family Connections | 2 |
| United for Families | 1 |
| Children's Network for SW Florida | 1 |
| Hillsborough Kids, Inc. | 2 |
| Our Kids | 8 |
| Partnership for Strong Families | 1 |
| Each of the 6 Department Regions | 1 per Region |

The meeting will take place at the Jacksonville DCF Region Office located at: 5920 Arlington Expressway; Jacksonville, Florida; 32211.

The Family Safety Program Office has reserved a block of rooms at: The Crowne Plaza-Jacksonville Riverfront. Please call 904-396-8843 and ask for the "DCF Independent Living Rate" of \$119.00 a night. This rate will not be available after March 3, 2008 and the Department can only reimburse up to the negotiate room block rate.

CONTACT INFORMATION: If you have any questions, please contact Catherine Heath, Office of Family Safety, at Catherine_heath@dcf.state.fl.us or (850) 922-2425.

Attachments



Independent Living Coordinators Quarterly Leadership Meeting
March 17th-18th, 2008
Jacksonville, Florida

March 17, 2008

- 1:30- 2:30 pm Introductions and Welcome
- Updates from Central Office
- Survey on use of Independent Living Checklist
 - Data Results
 - What is changed
 - Implementation of New Checklists
 - Tactics on Locating Young Adults (Sharing)
 - Update on Legislative Budget Request for Independent Living
- 2:30- 3:00 pm Independent Living Services Advisory Council Information
- Recommendations
 - Determination on How to Have IL Coordinators Represented
- 3:00- 3:15 pm Break
- 3:15- 4:45 pm Future Training Needs and Discussion
- What is needed by IL Staff
 - What is needed by Case Management Staff
 - What needs to be repeated?
 - What is the best format?
- 4:45- 5:00 pm First day Wrap-up

March 18, 2008

- 8:15- 8:30 am Welcome- Networking and Debriefing from 3/17/07
- 8:30- 12:30 pm Strengthen Youth Partnerships- Shared Case Management Pilot Project with Agency for Workforce Innovation (AWI) and Workforce Florida
- 12:30- 1:30 pm Lunch
- 1:30- 3:00 pm (Tentative) Region 8 and 24 Strengthen Youth Partnership Project Presentation (8- Baker, Clay, Duval, Nassau, Putnam, St. Johns; 24- Charlotte) **optional**
- 3:00 pm Adjourn

TRAVEL TIPS

For any travel inquiries or approvals please contact the DCF Family Safety Program Office at **850-488-8762** and ask for assistance regarding travel information.

TRAVEL POLICY:

A traveler may not claim per diem or reimbursement for lodging for overnight travel within “50 map miles” of his/her headquarters or residence (this applies to official map miles only, not map + vicinity miles). *If circumstances necessitate such overnight travel, the traveler must contact the Department of Children and Families, Office of Family Safety prior to travel dates for advance approval.* If your city is not listed, you can find the official map mileage between your headquarters or home and destination city at: <http://www3.dot.state.fl.us/mileage>.

AIRFARE:

Permission for all airline travel should be requested in writing to DCF Family Safety Program Office prior to booking. (Certain restrictions are applicable to Department reimbursement of travel)

Airfare purchases greater than \$200 one-way or \$400 roundtrip must be pre-approved by the Department of Children and Families’ Assistant Secretary for Administration in order to ensure effective use of taxpayer dollars for available rates to the general public. (DCF Family Safety Program Office will seek this permission after receiving necessary information from the traveler) If the airfare that you plan to purchase is \$400 (roundtrip) or under, you will be reimbursed for the cost of round-trip, coach-class airfare between the airport nearest your home or headquarters (whichever is less) and destination city (original ticket receipt required – a boarding pass is NOT a receipt).

- Use as much advance planning as possible to get lower rates. Purchase of tickets at least two weeks in advance provides the best rates. Start the approval process at least three weeks in advance.
- Use a minimum of two websites that specialize in searching airlines to find the best price available even if you get a quote from a travel agency. (Examples include but are not limited to: travelocity.com, bookingbuddy.com, orbitz.com, cheaptickets.com, expedia.com, priceline.com, hotwire.com, kayak.com et al.)
- Consider use discounted tickets instead of more costly full fare refundable tickets. Carefully evaluate the circumstances and risk prior to purchasing of tickets. In the event of non-refundable cancellation there will be a \$50-\$100 penalty for each schedule change. If this occurs, please provide justification for cancellation in order to receive reimbursement for penalty fee. (Most non-refundable tickets can be used toward another trip within one year of purchase.)

DRIVING AND RENTAL CAR:

If you drive, we will reimburse mileage at \$.445 per mile. You must use the official map mileage between your home or headquarters (whichever is closer) and Destination city. Reasonable mileage over the official map mileage can be claimed as vicinity mileage. If you are a state employee and choose to rent a car, you must use the state contract rental car agency, **AVIS Rent-A Car Systems, Inc.** If you are a non-state employee and can find a more economical rental car rate you may do so with justification. We will

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reimburse you for a **compact car rental**; any upgrades are the responsibility of the traveler. If there are multiple travelers in one car, you may justify the use of a larger automobile. (Please contact the Department first) **Please note the revised state rental car contract now requires each renter to return the car with a full tank of gas. You may submit your gas receipts as part of your travel reimbursement.**

Employees should only take their own vehicle and charge mileage if it costs less than a rental car (for non-client related travel).

LODGING

Lodging rates are negotiated between the Department and the designated hotel in order to guarantee the best rate for a block or set number of rooms. These special rates are not available after a specified booking deadline. If rooms are booked after that deadline and have a cost above the negotiated rate, the Department will only reimburse up to the negotiated room block rate. The traveler is responsible for any additional charges beyond the negotiated room rate and tax. Please ensure that the hotel receipt balance equals zero. (Express check-out receipts do not usually balance to zero. Please obtain a copy of a zero balance receipt before leaving the hotel)

Parking cost will be reimbursed for self parking only.

MEALS

You will be reimbursed for meals at the state rate of \$6.00 for breakfast (if travel begins before 6:00 am); \$11.00 for lunch (if travel begins before 12 Noon); and \$19.00 for dinner (if travel begins before 6:00 pm and extends beyond 8:00 pm), consistent with your travel times. Meal receipts are not required.

PER DIEM POLICY – LAST DAY TRAVEL:

You may claim \$ 20.00 if you return home before 6:00 am; \$ 40.00 if you return home before 12 pm; \$ 60.00 if you return home before 6:00 pm; and \$ 80.00 if you return home after 6:00 pm.

REIMBURSEMENT:

After the meeting, requests for payment of all costs pertaining to the meetings should be submitted within one week of returning home on a travel reimbursement form to:

Sandra Roach
Department of Children and Families
Office of Family Safety
1317 Winewood Blvd., Bldg 6, Room 150
Tallahassee, Fl. 32399-0700
Sandra_roach@dcf.state.fl.us

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SPECIAL ACCOMMODATIONS:

In accordance with the Americans with Disabilities Act, persons needing auxiliary aids or services to participate in meetings sponsored by the Department of Children and Families should contact the Office of Family Safety at 850-488-8762 no later than five days prior to the meeting.

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