



State of Florida  
Department of Children and Families

Charlie Crist  
Governor

Robert A. Butterworth  
Secretary

DATE: May 28, 2008

TO: Regional Directors

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

FROM: Patricia Badland, Director of Office of Family Safety

SUBJECT: "KEYS" To MY Future: Florida's Teen Event 2008  
CBC Point of Contact and Registration Forms: Due June 2, 2008

**PURPOSE:** The purpose of this memorandum is to provide information on the "KEYS" To MY Future: Florida's Teen Event 2008.

**BACKGROUND:** The Department of Children and Families will be sponsoring the "KEYS To MY Future: Florida's Teen Event 2008" from June 20-22, 2008 at the Renaissance Orlando Resort at SeaWorld. This event targets older teens in foster and group homes who will benefit from help on developing or revising *their* educational, "normalcy," and permanency plans. Teens attending the event should be accompanied by their foster family or group home staff. If the foster home or group home is unable to attend this event with their youth, child welfare staff and others may attend in their place. Younger teens are allowed, however the focus of this event will be on youth ages 16 and 17.

To register for the event, teens should use the following link:  
<http://guest.cvent.com/EVENTS/Info/Invitation.aspx?e=935f3441-e613-4e1b-b4e2-b0633d82f5ca>.

Hotel rooms for foster parents and teens will be directly paid for by the Department of Children and Families in order to decrease the cost of attendance. Each community-based care lead agency has been designated a portion of hotel rooms to be directly paid for by the Department. Lead agencies are then authorized to determine best use of the pre-paid rooms to accommodate foster parents and youth designated to attend the event.

Community-based care staff and other providers are asked to reserve and pay for their rooms. Additional rooms, other than those reserved for foster parents and teens, have been blocked at the hotel. The Department will reimburse staff and providers for their travel directly. Other costs (travel, food allowance, mileage, and per diem) associated with foster parent and youth attendance will be reimbursed to the community-based care lead

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

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agency by the Department, based on the Department travel rates up to the total allocation listed below. Breakfast will be provided for participants on June 21, 2008.

Lead Agency	Number of Rooms Paid Directly By DCF for Teens and Foster Parents	TOTAL MAXIMUM ALLOCATION FOR REIMBURSEMENT
Families First Network	4	\$4,000
Big Bend CBC- East	2	\$3,000
Big Bend CBC- West	2	\$3,000
YMCA- North	6	\$4,000
YMCA- South	3	\$3,500
CBC of Seminole	2	\$3,000
CBC of Brevard	2	\$3,000
Family Services of Metro-Orlando	4*	\$4,000
Kids Central	3*	\$3,500
Heartland for Children	5	\$4,000
Community Partnership for Children	4	\$4,000
ChildNet	8	\$4,500
Child and Family Connections	5	\$4,000
United for Families	3	\$3,500
Children's Network for SW Florida	4	\$4,000
Hillsborough Kids, Inc.	8	\$4,500
Our Kids	10	\$5,000
Partnership for Strong Families	4	\$4,000
Clay and Baker Kids Net	2	\$3,000
Family Support Services of North Florida	9	\$4,500
Family Integrity Program	2	\$3,000
*denotes room allocation was reduced due to the proximity to Orlando		

**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. Please email Catherine Heath at [Catherine\\_heath@dcf.state.fl.us](mailto:Catherine_heath@dcf.state.fl.us) by **June 2, 2008** with the community-based care lead agency point of contact for this event.

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Please contact the Renaissance Orlando Resort at SeaWorld by calling 1-800-836-7610 by **June 6, 2008** to book the necessary rooms.

**CONTACT INFORMATION:** Additional information can be obtained by contacting Catherine Heath at (850) 922-2425 or [Catherine\\_heath@dcf.state.fl.us](mailto:Catherine_heath@dcf.state.fl.us).

If you require accommodations to participate in this event, please notify Catherine Heath at the time of registration.

Attachments

## **“KEYS” TO MY FUTURE: Florida’s Teen Event 2008**

### **Purpose**

The purpose of this teen event is to prepare youth in care to transition to self-sufficiency by:

- Helping teens to develop and revise their education plan
- Ensuring teens have goal oriented “normalcy plans”
- Empowering teens in terms of their permanency plan
- Teaching teens how to access resources in their communities and community-based care agencies
- Promoting relationships with their foster and group homes

### **Point of Contact**

Each community-based care lead agency should identify a point of contact for this event.

Please email this information to Catherine\_heath@dcf.state.fl.us by June 2, 2008.

Community-based care agencies who elect not to participate in this event should also notify Catherine Heath. The point of contact will be responsible for ensuring that:

- Registration forms are completed by the participants and submitted to DCF
- Notifying DCF of what rooms need to be paid for on the Master Account for teens and foster parents
- Submitting the travel reimbursements information for participants

### **Registration**

Teens can register for the event at:

<http://guest.cvent.com/EVENTS/Info/Invitation.aspx?e=935f3441-e613-4e1b-b4e2-b0633d82f5ca>. If a teen does not have an email address of his or her own, when registering, he or she may use Catherine\_heath@dcf.state.fl.us to complete the registration. Teens will be responsible for registering their caregivers and others attending the event under their registration.

### **Target Audience**

- The target audience for this event is teens ages 16 and 17 living in foster homes and group homes. Younger teens over the age of 13 may also attend the event.
- “Teen” Foster Homes
- “Teen” Residential Providers
- Teens whose foster parents or residential providers are unable to attend this event with them are able to attend with their case worker, Independent Living Specialist or other appropriate person
- Potential foster home providers for teens are welcome to attend

### **Hotel Arrangements**

- DCF is limited to the number of rooms it can pay for. Due to this constraint, each community-based care agency was allocated a certain number of rooms that will be paid for upfront based on their out-of-home care population ages 13 through 17.
- These allocated rooms can be used for foster parents and teens. If a caseworker or other provider is staying in the room with a teen, this room can be paid for by DCF, but the room must be booked in the teen’s name
- Other hotel rooms are available for caseworkers, staff, and providers
- The hotel is aware that there will be a large number of connected rooms requested

- Hotel rooms not pre-paid for by the DCF will be reimbursed through the regular reimbursement process either directly to the participant or to the CBC
- Please notify Catherine\_heath@df.state.fl.us by June 2, 2008 of the names of the people whose hotel rooms need to be paid for by the DCF.

### **Food and Per Diem**

- Breakfast will be provided the morning of June 21, 2008.
- We are encouraging CBCs to provide travel advances to their participants. Community-based care lead agencies will provide documentation of participants to DCF, and DCF will reimburse the CBC lead agency at the DCF rates for food and per diem. Each CBC has been assigned a maximum reimbursement amount for all participants.
- DCF can only reimburse food and per diem for participants who attend the conference. Food for other children present, who are not a participant of the conference, can not be reimbursed.

### **Mileage and Rental Car**

- Participants may be reimbursed for either mileage or for a rental car, based on the DCF state rates.

### **Reimbursements**

- The CBC point of contact for this event will be provided a standard reimbursement form for all expenses. Please note that DCF can only reimburse at the DCF rates and according to the attached travel guidelines.

**Please direct all questions to Catherine Heath at (850) 922-2425 or Catherine\_heath@dcf.state.fl.us**

## TRAVEL TIPS

### **“KEYS” TO MY FUTURE: Florida’s Foster Teen Event 2008**

*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:**

Airfare will not be reimbursed for this event.

#### **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 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).

Avis Rates are as Follows:

Sub-Compact: \$22.73/ day

Compact: \$24.61

Intermediate: \$26.81

Full-Size 4/door: \$30.20

Mini-Van: \$34.16

This includes 200 miles a day with an additional charge of .06/ mile afterwards.

## 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 costs have been waived at the hotel for this event.

## 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.

## OTHER

**DCF cannot reimburse cost of meals or for per diem for children who are not participating in the event.**

### **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

### **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.