Georgia Department of Public Health

Brenda Fitzgerald, MD, Commissioner | Nathan Deal, Governor

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MEMORANDUM **ACTION MEMO #16-14**

TO: District Nutrition Services Directors

FROM: Angela Hammond-Damon, IBCLC
Deputy Director, Program Operations & Nutrition Services
Georgia WIC Program

DATE: January 8, 2016

SUBJECT: Baby Behavior Training

This memorandum is intended to provide guidance on Peer Counselor travel for the February 2, 2016, Baby Behavior Training in Macon, GA. In an effort to act in accordance with the 2016-2019 Strategic Plan for Georgia Department of Public Health to improve six month breastfeeding duration rates by 20%, the State WIC Office will provide training anticipated to *"…increase breastfeeding rates, reduce formula distribution, improve infant weight status, and improve infant-parent interactions."* (2013 November 1) Retrieved from http://lactation.ucdavis.edu/conferences/index.html

One time travel assistance for all Georgia WIC Peer Counselors (PC) will be provided to help minimize the travel challenges peers face. Travel assistance will consist of one night's stay at Hampton Inn I-475, located at 5010 Eisenhower Pkwy Macon, GA on February 1, 2016. The hotel accommodation request form is attached and must be completed and submitted in order to reserve rooms. It is imperative to continue to adhere to the Loving Support to Manage Peer Counseling Program Annex's guideline of using *"…no more than 30%...for allowable employee related expenses."*

Because training is a key requirement to the operation and success of the peer program, districts are encouraged to manage future travel arrangements of all staff to ensure they meet deliverables of funding requirements. In an effort to assist with this process, Program Administration and the Office of Program Operations and Nutrition Services will be planning a special facilitated discussion to discuss how districts should plan and cover costs for future required peer counselor training.

Action Steps

- Refer to the *Travel Section* of the ***Statewide Travel Accounting Policy and Procedure***, section three: *"Lodging:" Travelers on State business are allowed lodging expenses when their destination is located more than 50 miles from both their Primary Work Site and Residence ".*
- Complete the attached Baby Behavior Training Hotel Accommodation Request Form for eligible Peer Counselors.

Action steps must be completed by January 22, 2016. Once travel arrangements have been made, cancellations must be done by January 28, 2016, via email to Patricia.Cwiklinski@dhp.ga.gov and Shlonda.smith@dph.ga.gov.

If you have any questions regarding this information, please contact Patricia Cwiklinski at 404-656-9874 or via email at Patricia.cwiklinski@dph.ga.gov or Shlonda Smith at 404-463-0901 or via email at Shlonda.smith@dph.ga.gov.

Attachment

c: Debra L. Keyes, MA, RD - Director, Georgia WIC Program
Breastfeeding Coordinators
District Health Directors
District Program Managers
WIC Deputy Managers
WIC Managers

Georgia WIC Program

Baby Behavior Training

Hotel Accommodation Request Form

February 1, 2016

Advance hotel accommodation request is required in order to guarantee rooms.

Name: _____

Address: _____

Phone Number: _____

Email:_____

For Peer Counselors:

"I understand that the ***Statewide Travel Accounting Policy and Procedure***, section three: *"Lodging"* requires that my Primary Work Site **and** Residence both be located more than 50 miles from my destination in order to qualify for travel assistance. I certify that I meet those requirements by my signature below. "

_____

Signature/Date

For Supervisors:

"I understand that the ***Statewide Travel Accounting Policy and Procedure***, section three: *"Lodging"* requires that staff's Primary Work Site **and** Residence both be located more than 50 miles from their destination in order to qualify for travel assistance. My staff member has certified that those requirements have been verified and met by signing this statement, which I have witnessed with my signature below. "

_____

Signature/Date/Title

Please return request form by January 22, 2016 to Shlonda Smith (shlonda.smith@dph.ga.gov) AND Patricia Cwiklinski (Patricia.cwiklinski@dph.ga.gov)

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