

**MEMORANDUM**

**INFORMATION MEMO 15-02**

**TO:** District Nutrition Services Director

**FROM:** Debra L. Keyes, MA, RD  
Director  
Georgia WIC Program

**DATE:** May 27, 2015

**RE:** 2015 Georgia Department of Public Health WIC Conference



The State WIC office staff and district representatives are working expeditiously to make the 2015 Georgia Department of Public Health WIC Conference most exciting, enlightening and invigorating for all staff across the state.

The conference is being sponsored by the Georgia WIC State office. Therefore, cost is covered for all WIC employed staff in attendance.

In an effort to answer questions regarding travel, meal reimbursements, mileage, overnight accommodations, clinic openings/closings, and other possible concerns, attached, please find a list of Frequently Asked Questions (FAQ).

We look forward to seeing many of your WIC employees.

If you have any additional questions or concerns, please contact Anthony McGaughey at 404-232-1096 or via email [anthony.mcgaughey@dph.ga.gov](mailto:anthony.mcgaughey@dph.ga.gov) and Hugh Warren, Jr. at 404-657-2916 or via email [hugh.warren@dph.ga.gov](mailto:hugh.warren@dph.ga.gov).

**Attachment**

**c:** Anthony McGaughey, Deputy Director, Program Administration  
Hugh P. Warren, Jr., MPA, CPA - WIC Finance Manager  
District Health Directors  
District Program Directors  
District Administrators  
WIC Deputy Directors  
WIC Managers



## 2015 Georgia Department of Public Health WIC Conference FAQ August 24<sup>th</sup> & 25<sup>th</sup> 2015

### FAQ - Conference Questions

- 1. What about meals for Sunday evening, will they be reimbursed with travel?**  
Yes, this travel will be handled as usual. WIC will be covering the cost.
- 2. Will we get overnight accommodations/mileage and who will pay this or how will it be paid (District pays it, and then state reimburses District)?**  
Yes, a special allocation will be sent to the Districts to cover expenses for attending the conference. Because the allocation will be sent prior to the event, we require final confirmation of attendees by July 31, 2015. If your work location or home (whichever is closer to the meeting) is more than 25 miles from the meeting location, then overnight travel will be reimbursed.
- 3. Does this mean they will still work a full 5-day week and Sunday travel time? At one time, it was discussed that we would close clinic so that these staff could take the time off to make up for the Sunday. Need clarification that staff that attends the conference will still be required to work at the clinic all week?**  
WIC funds are being used to compensate attendees for this conference. Therefore, we encourage all clinics to stay open regular hours. Non-exempt attendees will get overtime for hours in excess of 40. Staff that works 40 hours or less will be compensated at their regular hourly rate. Staff that attend this conference and are given leave due to their attendance will not receive the overtime pay, but will get regular pay for the hours worked.
- 4. Who can attend the conference? Are the nutritionist and RDs and Managers included this year? Should we be closing the clinics for those two days?**  
The funding for this conference is to cover the cost for the WIC employees [all classifications]. Clinics have training days each month. We recommend those days be swapped with the conference dates should you deem it appropriate to close. Of course that will be the NSDs/Districts decision.
- 5. Are we inviting back up staff as well? For example, those who are not on WIC budget but may fill in as needed.**  
This funding will cover any WIC funded employees.
- 6. Does the reimbursement from the state for payment of staff time include any applicable fringe costs like FICA?**  
Yes. Fringe costs will be included.
- 7. Would the District staff NOT covered by our SPECIAL WIC allocation need written approval from their local agency head for hotel reimbursement (if they live within the 50 miles) or would our written approval suffice across the board?**  
Yes, the individual will need approval from their local agency head; they would also need a justification as to why the exception is necessary. Should they choose to attend, they must use existing WIC funds (not SPECIAL allocation funds) and get all of the appropriate approvals/justifications.
- 8. If a frontline staff does not need a hotel room at the Westin hotel for both nights do they need to complete the conference Registration?**  
Yes, they will still need to complete the conference registration no later than July 31st (sooner if possible). This is needed for our planning purposes for the conference. A website registration will be provided by the hotel in the next 2 weeks. We will send a link as soon as the registration page is available.

