

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



March 19, 2007

TC LETTER: 07-01

CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: LCSA TRAINING COORDINATOR STATEWIDE MEETING

As part of the preparation for your participation in the CCSAS Version 2 (CCSAS V2) training, a Statewide meeting for LCSA Training Coordinators (TCs) is scheduled for Wednesday, April 4, 2007. This letter provides information about registration, location, travel logistics, and travel reimbursement.

This Statewide meeting is designed specifically for all TCs as an overview of the varied training responsibilities associated with CCSAS V2 implementation as well as provide an opportunity for sharing best practices and networking with your peers in other agencies. The agenda for this meeting will provide the most current updates on the training curriculum, delivery methodologies, and support materials for trainers to deliver at the local level. The agenda will be available when registration begins.

Registration

All TCs are strongly urged to attend the Statewide meeting in Rancho Cordova. To confirm your attendance and participation, please register on the CSDA website. If you are not able to attend, please send a representative from your agency.

A registration fee of \$15.00 is required for this event. This fee will cover the cost of lunch that will be provided to each attendee. Please register online at www.csdaeevents.com between March 19, 2007, and March 27, 2007. Payments can be made online or send payment to:

California Child Support Directors Association (CSDA)
Attention: Lisa Bispham
925 L Street, Suite 1402
Sacramento, CA 95814
Phone: 916-446-6700
Fax: 916-446-1199

Location & Travel Logistics

The TC Statewide Meeting will take place on Wednesday, April 4, 2007, in the California Department of Child Support Services Yosemite Training Room in Rancho Cordova. Registration begins at 9:00 a.m. The meeting begins promptly at 9:30 a.m. and will conclude at 3:00 p.m.

Parking and Travel

For those driving to the meeting site:

- Free parking is available on site.
- Upon arrival at the facility, proceed to the second floor. Staff will greet you at the registration table and direct you to the Yosemite Conference Room.

For those flying into Sacramento International Airport:

- Taxi service is available on an on-call basis from the airport.
- Rental cars are also available at the airport.

The scheduled start and end times for the TC Statewide Meeting have been determined to accommodate same day travel in most cases. For those whose travel circumstances require an overnight stay, a link to local hotels is provided here (or is attached). Many hotels accept the government rate if you request it at the time the reservation is made.

Travel Reimbursement

DCSS will reimburse LCSAs for travel and per diem costs associated with participation in the Training Coordinator Statewide Meeting. In order to receive the reimbursement for the LCSA Training Coordinator traveling to the Training Coordinator Statewide Meeting April 4, 2007, you need to send an email to Mila Carter, Mila.Carter@dcss.ca.gov, by April 30, 2007, and provide her with the following information:

Description of Travel: *Example: "Two Staff traveled to Sacramento for Training Coordinator Statewide Meeting April 4, 2007"*
Actual Costs: *Total travel costs including per diem*
Fiscal Year: 2006/2007

After receipt of this information, the County Allocations Unit will set up account codes for travel expenses and the LCSA will be notified of the travel account codes. These codes will appear on the June 2007 Administrative Expense Claim in the EDP Section. LCSAs need to enter their travel costs in the appropriate account code in order to claim full reimbursement.

We look forward to your participation in the Training Coordinator Statewide Meeting. Should you have any questions, please contact Kelly Padilla of the Planning, Analysis & Program Administration Unit, Statewide Training Section, at (916) 464-3207 or by email at kelly.padilla@dcss.ca.gov.

Sincerely,

o/s by

BILL OTTERBECK

CCSAS Change Management

cc: IV-D Directors

LODGING
Inns, Suites, and Extended Stays
in Rancho Cordova vicinity of DCSS

LODGING	ADDRESS	TELEPHONE #	RATES Call for current rate. Ask for Gov't rate.
AmeriSuites	10744 Gold Center Drive Rancho Cordova	(916) 635-4799	
Best Western Heritage Inn	11269 Point East Drive Rancho Cordova	(916) 635-4040	Bestwestern.com (govt. rate)
Courtyard By Marriott	10683 White Rock Road Rancho Cordova	(916) 638-3800	
Crossland Economy Studios	11299 Point East Drive Rancho Cordova	(916) 859-0280	(govt. rate)
Best Choice Inn	10800 Olson Drive Rancho Cordova	(916) 638-2500	(govt. rate)
Extended StayAmerica	10721 White Rock Road Rancho Cordova	(916) 635-2363	
Fairfield Inn by Marriott	10713 White Rock Road Rancho Cordova	(916) 631-7500	
Hallmark Suites	11260 Point East Drive Rancho Cordova	(916) 638-4141	
Hampton Inn	10755 Gold Center Drive Rancho Cordova	(916) 638-4800	
Hilton Garden Inn	221 Iron Point Road Folsom	(916) 353-1717	
Days Inn	12249 Folsom Boulevard Rancho Cordova	(916) 351-1213	(govt. rate)
Larkspur Landing	121 Iron Point Road Folsom	(916) 355-1616	
Oakwood Corporate Housing	3035 Prospect Park Drive Rancho Cordova	(916) 631-3777	
Quality Inn	3240 Mather Field Road Rancho Cordova	(916) 363-3344	(govt. rate)
Residence Inn	2779 Prospect Park Drive Rancho Cordova	(916) 851-1550	