

Travel for New Staff Training

MidSOUTH, by contract, is responsible for reserving hotel rooms for DCFS participants attending new staff training. While MidSOUTH makes the reservations, the responsibility for notifying participants about state travel regulations and DCFS travel expectations has been assumed by DCFS Professional Development Unit (PDU). Our contact person is Mary Boykin. Her email address is Mary.Boykin@dhs.arkansas.gov. **All student inquiries about travel should be directed to PDU.**

MidSOUTH should not send travel information or travel “tips” to people coming to new staff training.

MidSOUTH travel procedures for New Staff Training Classes are as follows:

1. MidSOUTH announces the start of a class and lists the people who have been invited to the class. PDU is included on notifications of class start dates.
2. PDU sends travel information to the people on the list who were invited to the class.
3. Roughly one week before the start of class, site support staff contact PDU (Mary Boykin) to confirm who is attending, any changes (additions, deletions to the original list) and any changes in the class schedule from the normal one week in class followed by one week OJT until the series is complete.
4. MidSOUTH copies PDU on ***all*** correspondence between MidSOUTH and hotels or MidSOUTH and DCFS Staff related to reservations/cancelations of rooms.
5. The Participant Data sheet – completed by trainees – has been modified to reflect that it is the trainee’s responsibility to verify whether he or she is eligible for a stay the night before training starts and to indicate whether or not they are requesting a hotel room.
 - a) If the travel section of the Participant Data Sheet is not completed, MidSOUTH will not reserve a room.
 - b) If a trainee requests a room and our records indicate that this person is not eligible (i.e., we know that office is too close), refer this matter to PDU for resolution and do not book the room until notified by PDU of the decision.
6. MidSOUTH’s written confirmation to a trainee that a room has been reserved for them will contain language to the effect that it is the trainee’s responsibility to call the hotel and cancel the room if this is necessary for any reason.