

# **Guidelines: Financial Support for Local Agencies to Attend Training** (Updated 5/1/2018)

## **Goal**

Increase attendance at state sponsored training by providing financial support for local agency staff to attend any state sponsored training, work shop, work group meeting, or other gathering where attendance of local agency staff is desired. The cost of this financial support would be calculated as part of the cost of the meeting or training.

## **Process**

Financial support will be calculated for each local agency based on registration for training and will be reimbursed to the local agency (not to individuals) through a travel expense claim, after the training has occurred and attendance is confirmed. Rates will be based on the State of Oregon per diem and mileage rates.

## **Registration**

Registration is free to all eligible WIC staff.

## **Travel**

Agencies with staff traveling from outside the immediate training site area will be reimbursed for mileage at the current state mileage rate. Mileage will be paid for 1 vehicle for every 4 WIC staff attending the training. Training site is defined as the location the training is attended by the staff person, including videoconference reception sites.

## **Lodging**

- Staff living over 70 miles from the training site will be eligible for lodging reimbursement at the state per diem rate.
- Multiple staff from the same agency attending the same training will receive reimbursement for double occupancy rooms (one room for every two staff).
- The number of nights lodging reimbursed will be determined by the training agenda – start and end times.

## **Per Diem**

- Staff will be reimbursed for meals at the standard state rate and following the state rules for travel start and end times.
- Staff will not be reimbursed for meals that are provided as part of the training.

## **Eligible Staff**

The following staff will be eligible for state financial support to attend training:

- All full or part-time paid or contracted WIC staff
- Integrated clerical staff who perform WIC services
- All breastfeeding peer counselors working with the WIC program

Note: Financial support will **not** be available for volunteers, family members, childcare providers or non-WIC staff.

Note: Agencies will **not** be reimbursed for staff time/salary.

## **Questions?**

For the most current reimbursement rate information visit on the WIC Coordinator's page of the Oregon WIC website:

<http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/wic-coordinator.aspx>

If you have any questions about this information please contact:

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