

**PACKET
FOR
CHILD SUPPORT
ASSISTANT DISTRICT ATTORNEYS**

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ANNUAL FALL CONFERENCE

Child Support

Assistant District Attorneys

October 12-14, 2016

Springhill Suites by Marriott

Pigeon Forge

REGISTRATION AND RESERVATIONS

A completed Registration Form must be received (not postmarked) at the TNDAGC, 226 Capitol Blvd., Suite 800, Nashville, TN 37243-0890, by close of business on September 6, 2016.

The Registration Fee for an Assistant District Attorney in the Child Support Division is:

\$325 if received by Sept 6

\$475 if received after Sept 6

The Registration Fee and direct-billed Lodging at Springhill Suites will be covered under the Child Support Contract with DHS. Please mark the box indicating “Child Support” grant at the bottom of the Registration Form.

Registration: 3:00 p.m. - 5:30 p.m. on Tuesday, October 11, 2016, in the Lobby of the Music Road Resort Convention Center located at 303 Henderson Chapel Road, Pigeon Forge and Wednesday, October 12, at Springhill Suites by Marriott.

The Child Support Conference site is Springhill Suites by Marriott located at 120 Christmas Tree Lane, Pigeon Forge. (0.6 miles or 3 minutes from Music Road Resort Convention Center)

Reservations: For your convenience, room reservations for Child Support ADA’s will be made at Springhill Suites. You will fill out and send in a Reservations Form to Alice Ann Ferguson by Sept 6, and a Rooming list will be submitted to the hotel. Upon arrival, you will provide a credit card to cover incidentals; however, the full room rate of \$120 will be direct-billed to our Master Account and covered under the Child Support Contract with DHS. When filing your travel claim, you will make a note that your room was direct-billed.

Should you choose to stay at Music Road Resort or Holiday Inn Express, **YOU** will be responsible for paying your room and tax at check-out and will incur an out-of-pocket expense of \$75.50 per night if you have a private room. If you share a room with another attendee, each of you will pay half of the room rate of \$120 and will be fully reimbursed \$60.00, plus taxes, on your travel claim. You would need to include the name of the attendee you shared a room with in the comments section on your travel claim. **Please refer to Travel Reimbursement Guidelines for Child Support ADA.**

As you can see, staying at Springhill Suites will be a convenience to you both logistically and financially, and in addition, you will enjoy the privacy of your own room; therefore, you are urged to stay at the Child Support Conference site of Springhill Suites by Marriott.

HOTEL INFORMATION:

Springhill Suites by Marriott – Child Support Conference site, located at 120 Christmas Tree Lane, Pigeon Forge. (0.6 miles or 3 minutes from Music Road Resort)

- **Room rate** is \$120.00, plus tax, per night.
- **Reservations:** Reservation Form sent to Alice Ann Ferguson by **Sept 6**, for Rooming List to be submitted.
- **Cut-Off** date for the group rate is **September 10, 2016**.
- **Check-In** time is **4:00** p.m. **Check-Out** time is **11:00** a.m.
- **Cancellations:** Cancellation should be no less than 72 hours prior to arrival to avoid charge of one night's room & tax.
- **Complimentary Self Parking; Wi-Fi and Hot Breakfast Buffet** 6:30 a.m. – 9:00 a.m.

Music Road Resort – located at 303 Henderson Chapel Road, Pigeon Forge

- **Room Rate** is \$120.00, plus tax, per night, based on double-occupancy
- **Reservations:** Call 1-855-790-4646 and ask for TN District Attorneys General Office block or go online to: <https://book.b4checkin.com/musicroad/index.asp?checkInDate=10/10/2016&checkOutDate=10/14/2016&roomGroup=1&bookid=5665&adults=1&children=0&month=10&year=2016&ddlindex=2&corp=&ddh=1>; Red Tabs will show room types and options to choose from. If you need personal assistance, call 1-855-790-4646. You will be responsible for room, tax, and incidentals.
- **Cut-Off** date for the group rate is **September 10, 2016**.
- **Cancellations:** Cancellation should be no less than 72 hours prior to arrival to avoid a penalty. *Any NO SHOW will get charged for all nights of the stay. The Manager on duty will try and contact you to see if you are still coming to hold the room and will not release it without your direction. The TNDAGC will not be responsible for No-Shows.* For last minute changes or cancellation, you will need to contact Heather Sims, On-Site Reservations Coordinator, at 865-286-1782 or by email at hsims@musicroadresort.com for written proof of request.
- **Check-In** time is **4:00** p.m. **Check-Out** time is **11:00** a.m.
- **Complimentary Self-Parking; Wi-Fi; and Hot Breakfast** 6 a.m. – 10 a.m.

Holiday Inn Express Hotel - (over-flow hotel) located at 308 Henderson Chapel Road, Pigeon Forge. (across the street from Music Road Resort and Convention Center)

- **Room rate** is \$120.00, plus tax, per night.
- **Reservations:** Call 1-888-774-4366 or 1-866-272-7095, mention **Group Code TDA**.
- **Cut-Off** date for the group rate is **September 10, 2016**.
- **Cancellations:** Cancellation should be no less than 72 hours prior to arrival to avoid charge of one night's room & tax.
- **Check-In** time is **3:00** p.m. **Check-Out** time is **11:00** a.m.
- **Complimentary Self Parking; Wi-Fi and Hot Breakfast Bar** 6:30 a.m. – 10:00 a.m.

If you are unable to obtain a room at any of the above hotels before the cut-off date of September 10th, please contact Alice Ann Ferguson at TNDAGC at 615-532-1845 for assistance.

CLE: This seminar will offer a minimum of 12.00 general hours and 3.00 dual hours of CLE credits.

Child Support Agenda:

Oct. 11: Registration 3:00 – 5:30 p.m., Lobby of Music Road Resort Convention Center

Oct. 12: Registration 7:00 a.m. and Sessions 9:00 – 5:00, Springhill Suites

Oct. 13: Registration 8:00 a.m. and Sessions 8:30 – 4:30, Springhill Suites

Oct. 14: General Sessions on Ethics held at Music Road Resort Convention Center till noon.

ROOM RESERVATIONS FORM

**Child Support
Assistant District Attorneys**

**Annual Fall Conference
Springhill Suites by Marriott
120 Christmas Tree Lane
Pigeon Forge
Tuesday, October 11 through Friday, October 14, 2016**

Please fill out this form and fax to Alice Ann Ferguson at 615-253-6735 or email to aaferguson@tndagc.org no later than September 6, 2016.

NAME _____ DISTRICT _____

PHONE () _____ OFFICE FAX _____

Email Address: _____

Arrival Date: _____ Departure Date: _____

(Be sure to choose the correct arrival date according to Agenda below.)

SPRINGHILL SUITES BY MARRIOTT IS A SMOKE-FREE PROPERTY
(If you smoke in your room, you risk having your personal credit card charged for damages.)

If available, I prefer:

King Bed 2 Queen Beds

_____ Number of persons in room (including yourself)

Special Needs: _____

Child Support Agenda:

- Oct. 11:** Registration 3:00 – 5:30 p.m., Lobby of Music Road Resort Convention Center
- Oct. 12:** Registration 7:00 a.m. and Sessions 9:00 – 5:00, Springhill Suites
- Oct. 13:** Registration 8:00 a.m. and Sessions 8:30 – 4:30, Springhill Suites
- Oct. 14:** General Sessions on Ethics held at Music Road Resort Convention Center till noon.

District # _____
(Office Use Only)

**TNDAGC
ANNUAL FALL CONFERENCE
Music Road Resort and Convention Center
October 12-14, 2016**

REGISTRATION FORM

ATTENDEE _____ BD. PROF. RESP. # _____
(CLE)

TITLE _____ DISTRICT _____

OFFICE ADDRESS _____

CITY _____ ZIP _____ OFFICE PHONE # _____

Registration Fee:

Received by Sept. 6

Received after Sept. 6

District Attorney General or
Assistant District Attorney

\$325

\$475

Criminal Investigators

\$125

\$175

Amount Enclosed: \$ _____

Check Number _____

If Registration Fee is to be paid by Grant funds, please specify type: DUI VOCA STOP CHILD SUPPORT

TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE

**ANNUAL FALL CONFERENCE
SPRINGHILL SUITES MARRIOTT- PIGEON FORGE
OCTOBER 12-14, 2016**

CHILD SUPPORT AGENDA

TUESDAY, OCTOBER 11, 2016

Today all meetings will convene at the Music Road Resort Convention Center.

- 10:00 A.M. – 1:00 P.M. EDUCATION COMMITTEE MEETING & LUNCHEON**
Cello C & D, Music Road Resort Convention Center
- 11:00 A.M. – 1:00 P.M. BEST PRACTICES COMMITTEE MEETING & LUNCHEON**
Cello A & B, Music Road Resort Convention Center
- 1:00 P.M. – 5:30 P.M. DUI WORKSHOP (Registration begins @ 12:30 p.m.)**
Banjo Room, Music Road Resort Convention Center
- 1:00 P.M. – 5:00 P.M. D.A.'S BUSINESS MEETING**
Dulcimer Room, Music Road Resort Convention Center
- 3:00 P.M. – 5:30 P.M. REGISTRATION**
Music Road Resort Convention Center Lobby
- 3:00 P.M. -- 5:30 P.M. CHILD SUPPORT REGISTRATION**
Music Road Resort Convention Center Lobby (today only at this location)
- 3:30 P.M. – 5:30 P.M. OCJP MEETING W/STOP PROSECUTORS**
Cello C & D, Music Road Resort Convention Center

WEDNESDAY, OCTOBER 12, 2016

- 7:00 A.M. – 5:00 P.M. REGISTRATION**
Music Road Resort Convention Center Lobby
- 9:00 A.M. – 4:55 P.M. CHILD SUPPORT PROGRAM (see separate agenda)**
InSpire Room, Springhill Suites Marriott
- 8:00 A.M. – 5:00 P.M. CRIMINAL INVESTIGATORS TRAINING (see separate agenda)**
Dulcimer Room, Music Road Resort Convention Center

GENERAL SESSION

The General Session will convene in the Orchestra Ballroom in the Music Road Resort Convention Center.

WEDNESDAY, OCTOBER 12, 2016 continued

- 8:15 A.M. – 9:00 A.M. OPENING REMARKS & AWARDS**
- Jerry Estes, TNDAGC Executive Director
 - General Jimmy Dunn, 4th Judicial District, TNDAGC President
 - Other Speakers t.b.a.

CHILD SUPPORT AGENDA

Springhill Suites Marriott, InSpire Room (lobby level)

- 7:00 A.M.—5:00 P.M. CHILD SUPPORT REGISTRATION**
InSpire Room, Springhill Suites Marriott
- 9:10 A.M. – 10:40 A.M. CHILD SUPPORT UPDATES (1.5 General)**
Charles Bryson, Interim Assistant Commissioner
Freda Cook, Interim Director of Field Operations
(others??)
- 10:40 A.M. – 10:45 A.M. Break**
- 10:45 A.M. – 12:15 P.M. ETHICS IN CHILD SUPPORT (1.5 dual)**
Laura Chastain, Board of Professional Responsibility
- 12:15 P.M. – 1:45 P.M. LUNCH (*on your own*)**
DA’S LUNCHEON (*location t.b.a.*)
- 1:45 P.M. – 3:45 P.M. UNDERSTANDING DISABILITY IN CHILD SUPPORT CONTEXT**
(2.0 General)
Judge Daniel Smith
- 3:45 P.M. – 3:55 P.M. BREAK**
- 3:55 P.M. – 4:55 P.M. LEGISLATIVE UPDATE (1.0 General)**
William Lamberth, Esq., Tennessee General Assembly

THURSDAY, OCTOBER 13, 2016

- 8:00 A.M. – 5:00 P.M. REGISTRATION**
InSpire Room, Springhill Suites Marriott
- 8:30 A.M. – 10:00 A.M CASELAW UPDATE & OTHER CURRENT CHILD SUPPORT ISSUES**
(1.5 General)
Daphne Davidson-Houck, Assistant General Counsel,
Department of Human Services
- 10:00 A.M. – 10:15 A.M. BREAK**

THURSDAY, OCTOBER 13, 2016 *continued*

- 10:15 A.M. – 11:45 A.M. BEST PRACTICES IN WORKING WITH IV-D AGENCIES TO SET CHILD SUPPORT ORDERS (1.5 general)**
Sophia Crawford, Deputy General Counsel, Human Services
Daphne Davidson-Houck, Asst. General Counsel, Human Services
- 11:45 A.M. – 1:30 P.M. LUNCH (*on your own*)**
- Child Support DA's Luncheon
Room t.b.a, Music Road Resort Hotel
- 1:30 P.M. – 3:00 P.M. APPEALS 101-- PREPARING CHILD SUPPORT CASES FOR APPEAL (2.0 General)**
Brian A. Pierce, Asst. Attorney General
Office of the Attorney General and Reporter, General Civil Division
- 3:30 P.M. – 4:30 P.M. BEST PRACTICES AND STRATEGIES ROUNDTABLE (1.0 general)**
Lori Lively, Assistant District Attorney, 12th Judicial District
Cindy Wiseman, Assistant District Attorney, 31st Judicial District
Rebecca Griffey, Assistant District Attorney, 24th Judicial District
Randle Hill, Assistant District Attorney, 13th Judicial District
Rick Tompkins, Assistant District Attorney, 18th Judicial District

FRIDAY, OCTOBER 14, 2016

- 7:00 A.M. – 8:30 A.M. REGISTRATION**
InSpire Room, Springhill Suites-Marriott

*****REMAINING AGENDA WILL TAKE PLACE AT MUSIC ROAD RESORT*****

GENERAL SESSION

The General Session will convene in the Orchestra Ballroom in the Music Road Resort Convention Center.

- 8:30 A.M. – 8:40 A.M. CLOSING REMARKS**
- Jerry Estes, TNDAGC Executive Director
- General Jimmy Dunn, 4th Judicial District, TNDAGC President
- 8:40 A.M. – 10:10 A.M. WRONGFUL CONVICTIONS (1.5 Dual)**
- Torry Johnson, Ret. District Attorney General, 20th JD,
Professor of Law, Belmont University College of Law

FRIDAY, OCTOBER 14, 2016, continued

10:10 A.M. – 10:25 A.M. *BREAK*

10:25 A.M. – 11:55 A.M. **WRONGFUL CONVICTIONS (*cont'd*) (1.5 Dual)**

ADJOURNMENT

Please remember to submit all CLE and Evaluations Forms at the registration desk prior to your departure.

REVISED TRAVEL REIMBURSEMENT GUIDELINES
2016
(For Child Support ADA)

Please note that The Annual Fall Conference Travel Claim Form can be found on the TNDAGC Intranet at <http://intranet.tndagc.org> or <http://www.tndagc.org/oc>

If you stay at Springhill Suites by Marriott, your room charges, except incidentals, will be direct-billed to our Master Account. You will state that your room was direct-billed on your Travel Expense Claim.

Should you choose to stay at Music Road Resort or Holiday Inn Express, you will be responsible for paying your room and tax at check-out and will incur an out-of-pocket expense of ~~\$75.50~~ **\$74.50** per night if you have a private room. If you share a room with another attendee, each of you will pay half of the room rate of \$120 and will be fully reimbursed \$60.00, plus taxes, on your Travel Expense Claim. You will include the name of your room mate under the comments section on your travel claim.

Below is a table showing the reimbursement policy for Child Support ADA.

*County employee must send travel claim through the county for reimbursement

	Billed	Reimbursed	Out-of-pocket
Private Room at Springhill Suites for CS ADA	Direct-billed to Master Account	\$0.00	\$0.00
Private Room at Music Road Resort or Holiday Inn Express	\$120.00 + tax	\$44.50 \$45.50 + applicable tax	\$75.50 \$74.50 + applicable tax
Shared Room - Approved 2 TNDAGC employees or 1 TNDAGC & 1 County	\$60.00 + applicable tax	\$60.00 + applicable tax	\$0.00

If you share a room with another attendee at Music Road Resort, and will require a split invoice, you MUST provide both names when making your reservations. Do NOT wait until check-in to provide the hotel with the name of your roommate. UPON ARRIVAL, be sure to tell the Clerk that each credit card should be billed for half of the anticipated charges. At check-out, each of you will receive a folio showing both names with both credit cards being billed half of all charges. (These specific steps are required by Music Road Resort’s billing system.)

PLEASE USE THE CORRECT COST CENTER FOR YOUR CONFERENCE TRAVEL (there is a pull down list on the travel claim form on the intranet so you can select the correct cost center).

Child Support: CSCON

SCENARIO A: If your departure and return occurs on the same day, you are only allowed to claim mileage and any “incurred” parking expenses. (Please see items #1 and #4 below for details.)

SCENARIO B: If you stay over one or more evenings attending a seminar, you are allowed to claim lodging, meals, “incurred” parking expenses, and mileage. (Please see items #1, #2, #3, #4 below for details.)

1. **Standard mileage rate** **\$.47 per mile**
(you may claim mileage only if driving personally-owned car; if carpooling, only the driver may claim mileage)

2. **Lodging**
Please note that the following rate is the contracted rate for this conference. If you are charged a rate other than the one listed, please contact Alice Ann Ferguson before you leave the hotel.
\$120.00 + tax (Music Road Resort, Holiday Inn Express Hotel, Springhill Suites by Marriott)

Upon return from the Annual Fall Conference, you will file a travel claim as you would with any other travel. Please put on your travel claim, the name of the employee you roomed with, if applicable.

3. **Maximum meals & incidentals** **\$51.00**
Sevier County (Pigeon Forge) **(\$11/\$12/\$23/\$5)**
If you are provided more than a single full lunch meal during the Conference, you should deduct \$12.00 for each lunch meal from the per diem for that day.

Day of departure and return, you shall claim 75% of maximum allowance
(75% of \$51) **\$38.25 per day**

NOTE: The CONUS rate is 75% of maximum meals & incidentals for day of departure and/or day of return. If you travel to and from a seminar in the same day, you are not eligible for reimbursement of meal expenses.

It is not necessary to keep meal receipts.

4. **Parking** - Music Road Resort, Holiday Inn Express Hotel, and Springhill Suites by Marriott offer complimentary self-parking. (If you incur parking costs elsewhere, please keep parking receipts over \$8.00 for travel reimbursement purposes.)

Claim form must be completed in its entirety and signed by YOU and YOUR District Attorney General. All signatures must be original, no faxed copies are allowed. Please mail the claim form and all supporting documents within 30 days to: TNDAGC, 226 Capitol Blvd, Suite 800, Nashville TN 37243-0890.

If you have questions regarding your travel claim, please call Cindy Davis at 615-532-1863 or send an email to cwdavis@tndagc.org.

IMPORTANT NOTICE

In order to cut expenses, the TNDAGC will not provide handouts at the Annual Fall Conference. We have established a website to download the conference handouts and other important information regarding the conference.

Handouts will be available for downloading beginning October 1, 2016. You may download it to your laptop or print out the materials for your own convenience. Please be aware that some speakers may not have submitted their handout material by this deadline, so it will be necessary for you to check the website periodically for any updates.

Remember to bring a “charged” laptop to class. There are not enough outlets in the room to accommodate everyone. Attorneys will receive their CLE and Evaluation forms in their registration packets when they sign in at the registration desk. The CLE forms will not be available on the website.

The website is: www.tndagc.org/oc

The website will remain open until November 30, 2016.