



Richard O. Brajer
Secretary

Wayne E. Black
Director

Dear County Directors of Social Services:

Attention: Work First Program Administrators, Managers and Supervisors

Subject: Work First Summit 2016

Date: April 29, 2016

The Administration for Children and Families (ACF), Office of Family Assistance (OFA) selected North Carolina's Division of Social Services (NC DSS), Work First Program to participate in the Systems to Family Stability National Policy Academy, also known as the TANF Academy. NC DSS seeks to host a Work First Summit which will feature similar training workshops presented at the TANF Academy, as well as an overview of the Workforce Innovation and Opportunity Act (WIOA).

The Work First Summit will be held **June 13 – June 15, 2016** at the Greensboro Embassy Suites Hotel – Airport, 204 Centreport Drive, Greensboro, NC 27409. National and State subject matter experts will share information on evidenced-based practices and service delivery strategies to improve economic stability and parent-child well-being. Specific attention will also focus on the Workforce Innovation and Opportunity Act (WIOA) and the new opportunities for increased collaboration among agency partners that make up the NC workforce development system.

The Division is asking counties to send Work First Program Managers/Supervisors and Work First Caseworkers to this event. Attendees will be able to take innovative ideas and information back to their counties to facilitate discussion.

There is no registration fee for attending the Summit. Lodging accommodations are being provided by the Division for up to **two (2) County** staff members as space is limited. Two (2) rooms will be provided per night. The rooms will be direct billed to the Division for each county office located at least thirty-five miles from the Embassy Suites Hotel – Airport, Greensboro, NC. If an agency does not utilize their two (2) allotted slots, consideration will be given to accommodate those agencies expressing a desire to send



more than two (2) staff members. Please note, the Division **will not** be able to provide reimbursement for travel.

Registration will begin at **11:00 am** on **Monday, June 13, 2016** with the Work First Summit event beginning at **1:00 pm**. The Summit will end at **12 noon** on Wednesday, **June 15, 2016**.

Attendees should not contact the hotel to make reservations. The Division will provide a room list directly to the hotel. The Division will pay for the room and taxes **only**, not incidentals such as telephone calls, in-room movies, Wi-Fi and/or room service. Guestroom types cannot be guaranteed and will be reserved on a first-come, first-served basis as requested on the registration form. It will be necessary for attendees to provide a credit card at check-in to cover incidentals for each room.

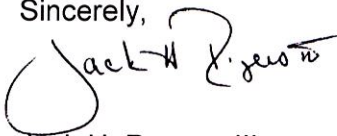
Hotel check-in time is at **3:00 pm** on **June 13th**, but attendees may be able to check-in early at the discretion of the hotel. Rooms are reserved to **12 noon** on the day of departure, **June 15th**. Any attendee wishing special consideration for late checkout should inquire at the front desk on the day of departure.

The Embassy Suites provides a complimentary breakfast each day. Lunch will be provided on June 14th in addition to light refreshments during designated breaks.

Please see the attached tentative agenda of daily activities and a registration form to reserve lodging accommodations. The registration form must be completed by each county agency and returned to Mekella.Anthony@dhhs.nc.gov as soon as possible, but no later than **Monday, May 16, 2016**.

If you have any questions or concerns, please contact Johnice Tabron, Work First Program Manager at 919-527-6312 or Johnice.Tabron@dhhs.nc.gov. We look forward to seeing you at this important event.

Sincerely,



Jack H. Rogers, III
Deputy Director

cc: Wayne Black

Attachment (1): Registration Form
Attachment (2): Tentative Agenda

DIR-04-2016