



NH Department of Health & Human Services  
Division for Children, Youth & Families

## DCYF Standard Operating Procedure 2901.1 STAFF RESPONSIBILITIES FOR TRAINING OPPORTUNITIES

Policy Directive: **23-02**

Effective Date: **March 2023**

Implements Policy: **2901**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines staff responsibilities surrounding enrollment and attendance at training opportunities.

### Procedure

*The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.*

- I. Staff requesting an overnight stay for internal training opportunities will:
  - A. Complete the Application to Attend Training (Form 2901) with Supervisor approval;
  - B. Include anticipated costs (such as mileage, meals and lodging, per Collective Bargaining rules); and
  - C. Submit Form 2901 to the training contractor at least 3 weeks prior to the scheduled training opportunity.
- II. Travel-related expenses for all Core Academy trainings are reimbursed through completion of a Travel Voucher A-4, signed by the participant's Supervisor or BPSD designee.
  - A. Staff driving to training opportunities must use their own employee vendor number (in lieu of a Social Security number), the bureau/district appropriation code, and related District Office job number.
  - B. If staff is attending other courses during the month, they should wait to submit all mileage and other expenses on one form.
- III. Ongoing training is reimbursed using the Travel Voucher A-4, signed by the participant's Supervisor.
- IV. All staff are encouraged to use a state vehicle for travel to training opportunities if available, and the staff meets the requirements to operate it.
- V. Collective Bargaining rules apply for staff seeking approvals for travel-related expenses.
  - A. Overnight stays must have prior supervisory and training contractor approval.

- B. Staff must submit a finalized hotel receipt to confirm the overnight stay, whether directly billed to the State, or paid for by the employee and showing a zero balance.

### Applicable Forms

Form	Title
2901	Application to Attend Training

### Glossary and Document Specific Definitions

[A - B](#)   [C - D](#)   [E - F](#)   [G - I](#)   [J - L](#)   [M - N](#)   [O - Q](#)   [R - S](#)   [T - V](#)   [W - Z](#)

### Document Change Log

PD	Modification Made	Approved	Date
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