Attachment A, Memo No. 156-14

June 13, 2014

Please complete the Medicaid and Schools registration form and return to:

Accounting Office

Virginia Department of Education

Accounting Office

P. O. Box 2120

Richmond, VA 23218-2120

## RETURN BY September 26, 2014

# School Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone** ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Participants Please check dates attending**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Position | E-mail Address | Attending Oct. 6 a.m. | Attending Oct. 6 p.m. | AttendingOct. 7 | Attending Oct. 8 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Total Payment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special accommodations needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A check made out to the Treasurer of Virginia in the amount of $25 must be included with registration. No purchase orders will be accepted. No registrations will be accepted after September 26, 2014. There will be a $35 returned check fee.**

**Each participant will be responsible for his or her own travel and hotel accommodations. To receive the government rate, you may call the DoubleTree Hotel at 800-494-9467 and reference the Medicaid and Schools training. You will be sent a confirmation notice and a link to the conference materials.**

**Also, please note that lunch will only be provided on October 6 to those signed up for both the Ethics session and the Psychiatric, Psychology and Mental Health Services session.**

**Please print and bring a copy of the materials, from the link that will be provided with your registration confirmation, for the sessions that you will be attending. No handouts will be provided.**

**For office use only**: Amy Edwards, 201- 95945