

# **In-Home Supportive Services (IHSS) Fair Labor Standards Act (FLSA) Train-the-Trainer (T4T) Sessions & Overview of Participant Training**

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## **Purpose of Train-the-Trainer**

Provide trainers at the counties, Public Authorities, and labor organizations with the necessary educational materials and tools to train their staff, IHSS recipients, and IHSS providers, on the new Fair Labor Standards Act (FLSA) requirements affecting the In-Home Supportive Services program.

## **Curriculum Outline**

The FLSA New Program Requirements curriculum will include an overview of the following topics:

- Key Terms
- Revised and New Forms
- New Notices
- Adjusting Maximum Weekly Hours
- Overtime Approval / Exception Process
- Timesheet Completion & Scenarios
- Travel Time & Travel Claim Form
- Violations

This training will be conducted by two trainers, Lori Clarke and Grace Gomes, who will lead the county, Public Authority, and labor organization trainers through the trainer and participant packets in the training binder. See enclosed trainer outline for additional details.

The trainer binder will consist of the following materials:

- T4T Agenda
- Trainer Timeline
- PPT with trainer notes
- Tips for Trainers in Explaining FLSA Requirements
- Fact Sheets
- ACLs/ACINs

The participant packet inside the trainer binder will consist of the following materials:

- Participant Agenda
- FLSA Handbook for Recipients and Providers
- Worksheet Packet
- FLSA Wallet Card (Timesheet Completion Tips & How to Avoid Violations)