**County/Public Authority (PA) Training Plan**

**Implementation of Fair Labor Standards Act (FLSA)**

Beginning February 1, 2016, the California Department of Social Services (CDSS) implemented the new FLSA requirements in accordance with the provisions of Senate Bill (SB) 855 and SB 873 that now require paid overtime / travel time and wait time compensation, under certain conditions and within specific limits, and violations, with consequences, when these limitations are not followed. CDSS provided FLSA Training-for-Trainer trainings in February 2016. Following the receipt of these trainings, CDSS requests the completion of a plan for delivering the training.

**Objective:**

Allow counties and Public Authorities to voluntarily submit an FLSA training plan that ensures IHSS applicants/recipients and providers are receiving the necessary FLSA training and educational materials to understand these new program requirements.

Please complete the following, and submit to CDSS, Adult Programs Division, to the email identified below:

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| --- | --- |
| County/Public Authority Name: |       |
| Contact Name(s): |       |
| Contact Phone Number, Email: |       |
| Training Schedule: | (enclosed/attached) Yes [ ]  or No [ ]       |
| Will trainings be offered in-person or provided via webinar? | Yes [ ]  or No [ ]  or Both [ ]  |
| CDSS’ materials are/will be used:  | Yes [ ]  or No [ ]  |
| County/PA using supplemental materials:  | Yes [ ]  or No [ ]  |
| If yes, please explain content:  |       |
| Interested in sharing materials with CDSS? | Yes [ ]  or No [ ] , Attached? Yes [ ]  or No [ ]  |
| Other relevant follow-up training information: |       |

If you have any questions, please contact the Research and Training Development Unit at IHSS-Training@dss.ca.gov. Also, if you would like to share your materials with CDSS, please include them in your submission email.

**Submission**:

Send completed form, and all attachments, to: IHSS-Training@dss.ca.gov, no later than **March 8, 2016**. Thank you!