

## Fair Labor Standards Act (FLSA) Requirements for IHSS Recipients and Providers

### *Objectives:*

1. Clear understanding of California's IHSS implementation of FLSA requirements for overtime and travel time pay.
2. Participants are familiar with tools and information available to assist them in following new FLSA requirements.
3. Participants are prepared to complete and return required forms.
4. Participants know how to correctly complete and mail their timesheets and travel claim forms.
5. Participants understand how to avoid violations.

### **Participant Agenda**

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| <b>1. Welcome/Review Agenda, Objectives &amp; Materials</b>  | <b>9:30 - 9:40</b>   |
| <b>2. Overview New FLSA Requirements</b>   | <b>9:40 - 9:50</b>   |
| <b>3. New FLSA Requirements: A detailed look at...</b>   | <b>9:50 – 11:30</b>  |
| <ul style="list-style-type: none"><li>▪ Key Terms</li><li>▪ Revised and New Forms</li><li>▪ Adjusting Maximum Weekly Hours</li><li>▪ Overtime Approval/Exception Process</li><li>▪ Timesheet Completion and Scenarios</li><li>▪ Travel Time &amp; Travel Claim Form</li><li>▪ Violations</li></ul> |                      |
| <b>4. Questions &amp; Answers/Wrap-Up</b>  | <b>11:30 - 12:00</b> |
| <ul style="list-style-type: none"><li>▪ Where do you need more clarification?</li><li>▪ What are your personal next steps?</li></ul>   |                      |