

2016 Fair Labor Standards Act New Program Requirements IHSS Participant Training – Trainer Timeline

Time	Topic	Slides	Notes
(10 min)	Welcome / Introductions Agenda Review	1 - 2	<ul style="list-style-type: none"> Welcome Housekeeping Introductions Agenda & Materials
(10 min)	FLSA Overview	3 - 8	<ul style="list-style-type: none"> Big Picture/Context
(10 min)	Key Terms	9 - 23	<ul style="list-style-type: none"> Review slide content Worksheet: Key Terms
(10 min)	Revised and New Forms New Notices	24 - 31	<ul style="list-style-type: none"> Review forms Recipient & Provider Responsibilities
(5 min)	Claiming Hours	32 - 37	<ul style="list-style-type: none"> Review slide content
(25 min)	Adjusting Maximum Weekly Hours	38 - 50	<ul style="list-style-type: none"> Review requirements on adjusting hours Overtime Approval & Exception Process Worksheet: Adjustment to Authorized Hours
(25 min)	Properly Completing Timesheets	49 - 50	<ul style="list-style-type: none"> Review how to complete timesheets Activity: Timesheet Exercises Timesheet tips Timesheet envelopes Worksheet: Timesheet tips
(15 min)	Travel Time & Travel Claim Form	51 - 54	<ul style="list-style-type: none"> Review requirements Review how to complete the Travel Claim Form
(10 min)	Violations	55 - 57	<ul style="list-style-type: none"> How to prevent violations Worksheet: How to Avoid Violations
(30 min)	Show FLSA Video		<ul style="list-style-type: none"> View FLSA Information Video
(30 min)	Questions & Answers Wrap-up	58-59	<ul style="list-style-type: none"> Address Q&A CDSS Responses