

## Network to Work Meeting

Participant Agenda - April 2021 – 90 minutes

**Topic: Cover Letters**

- **To join by Computer – direct link:**

**Meeting Link:** <https://zoom.us/j/91338317857?pwd=REcvK2xVNHBjQXNHbHp1M2duSUp0Zz09>

**Meeting ID:** 913 3831 7857      **Passcode:** 902219

- **To join via the Zoom website:**

Go to [www.zoom.us](http://www.zoom.us); click on “Join a Meeting”; enter the Meeting ID and Passcode

**Meeting ID:** 913 3831 7857      **Passcode:** 902219

- **To join by Telephone:**

**Telephone call-in number:** 1-646-876-9923    **Access code:** 902219

*(This Zoom number is the best choice if you need to access by telephone.)*

**Toll-Free telephone call-in number: 1-844-801-6666; Access code: 758393**

**USE ONLY IF YOU DO NOT HAVE AN UNLIMITED LONG DISTANCE CALLING PHONE PLAN.**  
*(This isn't connected to Zoom so the sound quality is poor and it is very difficult to unmute to share thoughts and questions.)*

**Meeting schedule:**

- |  |                                   |           |
|--|-----------------------------------|-----------|
| • Connecticut –                                  | Thursday, April 14 <sup>th</sup>  | 1:00 p.m. |
| • New York – Capital, Central 2, NC 1 -          | Tuesday, April 26 <sup>th</sup>   | 1:00 p.m. |
| • New York - South Central, Central 1, NC 2 & 3- | Thursday, April 21 <sup>st</sup>  | 9:00 a.m. |
| • New York - Western and Rochester -             | Tuesday, April 12 <sup>th</sup>   | 9:00 a.m. |
| • Maine –  | Wednesday, April 20 <sup>th</sup> | 1:00 p.m. |
| • Pennsylvania –                                 | Wednesday, April 20 <sup>th</sup> | 9:00 a.m. |
| • Vermont & NY North Country 4 –                 | Wednesday, April 13 <sup>th</sup> | 1:00 p.m. |

**AGENDA TOPICS**

**1. Welcome and Opening Remarks** **5 - 10 min.**

**2. Comments from A4TD Field Staff** **15 min.**  
Time for Participant sharing

NOTES: \_\_\_\_\_  
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**3. Workplace Safety Video – *Arrive to Work Safely*** **5 min.**

NOTES: \_\_\_\_\_  
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**4. Job Readiness Topic – *Email Cover Letters*** **30 min.**

- See Resource Document
- Q & A and Discussion

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- BUT, if you train on Saturday, submit your timesheet on Saturday after you complete your training.
- **When submitting your timesheet by fax:**
  - Be sure to check the transmission report to ensure it was sent without any errors. If it says “Check readability of transmitted page”, resend!!
- **Financial Items:**
  - Pay will be delayed if timesheets are not received on time.
  - Remember that we re-verify program eligibility (including income) every year.
  - You can update your W4 information at any time. Ask SCSEP staff for a new form.
- Please spread the word about SCSEP with people you know. Anyone who wants to know more about SCSEP is invited to attend our **monthly orientation sessions**. They are held on the last Wednesday of every month at 9:00 a.m. The meetings are held on Zoom; go to [zoom.us](https://zoom.us), click on “Join a Meeting” and enter the **Meeting ID** which is **959-0837-0915**. Individuals may also join by - by calling **1-646-876-9923**.

A recording of this presentation is available on A4TD’s website for anyone who wishes to see it but is unable to attend our live sessions. Here is the link: <https://a4td.org/program-orientation-webinars/>

- The May meeting date is \_\_\_\_\_.

## 6. Conclusion of the Meeting

- Share one key point you learned or are taking away from this meeting.

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**Timesheet Reminder:** When recording the Network to Work meeting information on your timesheet:

- In the “# of Hours at Host Agency” column, **enter 2 hours less than your regular schedule;**
- In the “# of Hours at Offsite Training” column, **enter TWO (2) hours.**
- In the “Explanation of Offsite Training Activities column”, write “Network to Work meeting”.
- You can’t train more than 8 hours on any day, even a day with a Network to Work meeting.
- **Remember to print your name and host agency on the top line of the timesheet.**

**How can the A4TD staff help you?**