

Network to Work Meeting

Participant Agenda – April 2023– 2 hours

Topic: Employability Skills / Reliability

AGENDA TOPICS

A. Welcome and Introductions / Icebreaker 20 min.

B. Comments from A4TD Field Staff and Participant Sharing 10 min.

NOTES: _____

C. Workplace Safety Video – Fatal “Struck By” Accidents: Walking to Work 5 min.

<https://www.youtube.com/watch?v=ZaiCjslw6Q8>

NOTES: _____

D. A4TD Housekeeping Items 10 min.

1. **All A4TD Training Centers will be closed on Monday, May 29th** in observance of Memorial Day. Your Host Agency may also be closed on that day. If it is, please make plans with your Case Management Participant Assistant and your Host Agency supervisor to make up your hours *during the same pay period*.

2. If you are training at your host agency and are asked to train more hours or at different times than what is listed on your Training Assignment Description, please notify your CMPA or A4TD

staff person immediately. (Remember, there is a limit to the number of hours you may train at your host agency.)

3. Financial items:

- Direct deposit of your paychecks isn't required but it is strongly encouraged. Your alternative is to receive your training wages via a pay card.
- Pay will be delayed if timesheets are not received on time. Timesheets are due no later than the close of business on the 2nd Friday of a payroll cycle. However, if you train on Saturday, then you should submit your timesheet on Saturday after you complete your training.
- If you are submitting your timesheet by fax, be sure to check the transmission report to be sure it was sent without any errors. If it says "Check readability of transmitted page", then re-send it.
- Remember we re-verify program eligibility (including income) annually.

4. You can update your W4 information at any time – please ask for a new form from SCSEP staff if needed.

5. **Please help to 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, 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 online for anyone who wishes to see it but is unable to attend our live sessions. Here is the link: <https://youtu.be/Qqb -AYqZAo>

6. The **May meeting** date is: _____

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

- In the "# of Hours at Host Agency" column, enter **FOUR** hours less than your regular schedule;
- In the "# of Hours at Offsite Training" column, enter **FOUR** 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.

F. Employer Guest Speaker – Preparing for a Job Interview: _____ 25 min.

NOTES: _____

G. Conclusion of the Meeting 5 min.

- Share one key point you learned or are taking away from this meeting.
- Reminder, the May meeting date is:

