

Useful Contact Numbers

Organisation	Phone	Number	Website
LMLAES Louth Meath Local Area Employment Service	Dundalk	087 235 6845	www.louthlocaldevelopment.ie
	Drogheda	087 474 2130	
	Navan	046 907 8126	
Revenue Commissioners		01 738 3636	www.revenue.ie
Citizens Information	Dundalk	(0818) 075 950	www.citizensinformation.ie
	Drogheda	(0818) 075 940	
	Navan	(0818) 076 150	
County Councils	Louth	042 933 5457	www.louthcoco.ie
	Meath	046 909 7000	
MABS Money Advice & Budgeting Service	Dundalk	(0818) 072 540	www.mabs.ie
	Drogheda	(0818) 072 490	
	Navan	(0818) 072 680	

Post Employment Support & Aftercare

Congratulations on Finding Work

Intreo Partners Louth Meath would like to congratulate you and wish you every success in your new role. Starting a new job should be an exciting time but change can feel overwhelming, particularly if you have not worked in some time. We want to support you in making this move as straightforward as possible and we can do this by offering our aftercare service to you.

Aftercare support is a service that your Case Officer will provide to you when you move into full time employment. Post placement support includes:

- information on what to do when you find work and who you need to contact.
- monthly contact during your first four months of employment to support you in your new job and a check in call mid way and at the end of your first year.
- support to assist you with any potential problems that might arise in the workplace.
- information on training courses and in work supports.
- advice on social welfare payments for working families that you may be eligible for.

What to do before I start my new job:

Social Welfare.....closing your jobseeker's payment. You should tell your local Intreo Centre or Social Welfare Branch Office the date you are going to start work. You can also close your Jobseeker's Allowance or Jobseeker's Benefit payment on MyWelfare.ie. To do this you will need a MyGovID account. If you are unable to notify via the online service then you can contact your Intreo Centre on **(0818) 405060**

Revenuewhen you start a new position, you will be required to provide your Personal Public Service Number (PPSN) to your new employer. Your new employer will then notify Revenue that you have started working with them and you will be issued a Tax Credit Certificate and your employer will be notified of the correct deductions to make from your salary. If you do not give your new employer your PPSN, you may pay too much tax. Your employer will be required to deduct emergency tax from your pay. Your new job might be your first job in Ireland. If it is, you need to sign in to myAccount to register it using the revenue online services, **www.revenue.ie**

Bridging the gap between paymentsPayment Pending Wages is a payment available through the Department of Social Protection and is designed to bridge the income gap between the last job seeker's payment and the first payment from your employer in cases where you are paid monthly. It is a Supplementary Welfare Allowance payment which is means tested, it is not repayable. Complete a Supplementary Welfare Allowance application form available from your local Social Welfare Office, your Case Officer or **www.gov.ie**

Additional Income Supports for Families.....there are a number of financial supports available through the Department of Social Protection for employees with children. The Working Family Payment gives extra financial support to families. It is a tax free payment. Your Case Officer can give you more information.

Back to Work Family Dividend (BTWFD) helps families to move from social welfare into employment. It gives financial support to people with children who stop claiming a jobseeker's payment or a One-Parent Family payment because they are in work or start work. It is paid by the Department of Social Protection. You apply by completing the relevant form.

Medical Card....you may keep your medical card for 3 years from the date you start employment, if you have been unemployed for 12 months or more

Tips on how to impress on your first day at work:

Plan your journey – Whether you are driving, cycling, walking or using public transport it is always good to make sure you know exactly where you are going on your first day and how long it will take to get to work. Factors such as traffic or a delayed bus could mean arriving late on your first day. It is a good idea to do a practice run if you are travelling longer distances.

Arrive early – By arriving that little bit earlier on your first day you are demonstrating that you are a good time keeper and are motivated to start your new job. It will also stop you feeling stressed about potentially running late.

Look the part – Make sure that you are aware of what the dress code is for your new job. You may be given a uniform that you are expected to wear or alternatively you could be told to dress professionally or smart casual. It is important that you find this out as you want to show through your clothing that you take your job seriously.

Be positive – You want to make sure that your colleagues see you as a hard worker who is enthusiastic about your new role. It's always good to be approachable and easy to work with. Nerves are understandable. If you need reassurance, you can reach out to your Case Officer for support.

Enjoy it – Most importantly, you should try and enjoy your first day at work, ask questions and get to know your colleagues and don't put too much pressure on yourself. You are not going to learn everything on your first day and it will take time for everything to fall into place.

