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| **DEPARTMENT OF CHILDREN AND FAMILIES**  Division of Safety and Permanence |

**INDEPENDENT LIVING SERVICES CHECKLIST (OPTIONAL)**

|  |  |  |
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| **Name – Participant:** |  |  |

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| **SKILL AREAS** | **POTENTIAL ACTION PLAN**  **WITH SUGGESTED ACTIVITIES AND TOOLS** | | | | | | | **NOTES** |
| **EDUCATIONAL PLANNING** |  | | | | | | |  |
| High School Completion |  | Develop plan to finish high school: | | | | | |  |
|  |  |  | Diploma | | | | |  |
|  |  |  | HSED | | | | |  |
|  |  |  | Other: | |  | |  |  |
| Post High School Planning |  | Explore and choose post high school option: | | | | | |  |
|  |  |  | GED / HSED | | | | |  |
|  |  |  | Technical school | | | | |  |
|  |  |  | Apprenticeship | | | | |  |
|  |  |  | Job Corp | | | | |  |
|  |  |  | Military | | | | |  |
|  |  |  | College | | | | |  |
|  |  |  | Other: | |  | |  |  |
| Applications |  | Fill out applications | | | | | |  |
|  |  | Submit applications | | | | | |  |
| Financial Aid Resources |  | Identify and apply for various: | | | | | |  |
|  |  |  | Grants | | | | |  |
|  |  |  | Loans | | | | |  |
|  |  |  | Scholarships | | | | |  |
|  |  | Visit / tour school you plan to attend | | | | | |  |
|  |  | Other: | |  | | |  |  |
|  |  | | | | | | |  |
| **CAREER EXPLORATION** |  | Gather information about specific jobs / careers | | | | | |  |
|  |  | Complete a career interest inventory through high school or MATC | | | | | |  |
|  |  | Conduct informational interviews with adults working in three careers of interest | | | | | |  |
|  |  | Arrange to job shadow adults in jobs / careers of interest | | | | | |  |
|  |  | Other: | |  | | |  |  |
|  |  | | | | | | |  |
| **DOCUMENTS** |  | | | | | | |  |
| Personal Identification |  | Obtain and gather important documents for adulthood: | | | | | |  |
|  |  |  | Birth certificate | | | | |  |
|  |  |  | Social security card | | | | |  |
|  |  |  | Driver's license | | | | |  |
|  |  |  | ID card | | | | |  |
|  |  |  | Medical card | | | | |  |
|  |  |  | Medical records | | | | |  |
|  |  |  | High school or GED diploma | | | | |  |
|  |  |  | School transcripts | | | | |  |
|  |  |  | Work permit | | | | |  |
|  |  |  | Selective service (males) | | | | |  |
|  |  |  | Citizenship papers | | | | |  |
|  |  |  | Death certificate | | | | |  |
| Who Am I? |  | Life book | | | | | |  |
|  |  | Other documents: | | | |  |  |  |
|  |  |  | | | |  |  |  |
|  |  | | | | | | |  |
| **EMPLOYMENT** |  | | | | | | |  |
| Job Seeking Skills |  | Explore positive work values and qualities employers look for | | | | | |  |
|  |  | Identify various job seeking methods | | | | | |  |
|  |  | Use various job seeking methods | | | | | |  |
|  |  | Job center: register on job net | | | | | |  |
|  |  | Gather information to complete job applications (personal data sheet) | | | | | |  |

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| **SKILL AREAS** | **POTENTIAL ACTION PLAN**  **WITH SUGGESTED ACTIVITIES AND TOOLS** | | | **NOTES** |
| **EMPLOYMENT (cont.)** |  | Thoroughly and accurately complete job applications | |  |
| Job Seeking Skills (cont.) |  | Practice and conduct telephone inquiries about job openings (cold calls) | |
|  |  | Create a resume | |
|  |  | Discuss how to prepare for a job interview | |
|  |  | Role play mock interviews | |
|  |  | Attend "real" interviews | |
|  |  | Explore discriminatory interview questions | |
|  |  | Obtain employment | |
|  |  | Work schedule | |
|  |  | Transportation | |
| Employment |  | Understand forms related to taxes; e.g., 1040EZ, W-2, W-4 | |
|  |  | Complete and file tax return by required date | |
|  |  | Understand pay stub deductions: | |
|  |  |  | Gross vs. net pay |
|  |  |  | State / federal taxes |
|  |  |  | FICA |
|  |  | Learn about fringe benefits | |
|  |  | Discuss interpersonal skills needed to maintain employment | |
|  |  | Practice positive work relations with: | |
|  |  |  | Customers |
|  |  |  | Coworkers |
|  |  |  | Boss |
|  |  | Role play job related problems using: | |
|  |  |  | Conflict resolution |
|  |  |  | Assertiveness skills |
|  |  | Learn how to terminate employment appropriately | |
|  |  | Learn how to identify harassment or discrimination on the job | |
|  |  | Learn how to file a complaint with the Equal Rights Division | |
| **MONEY MANAGEMENT** |  | Record income / expenses for one month | |  |
|  |  | Identify costs of transition to independent living (furnishings, rent, security deposit, other living expenses) | |
|  |
|  |  | Develop savings plan (long and short term) | |
|  |  | Develop monthly budget | |
|  |  | Obtain: | |
|  |  |  | Savings account |
|  |  |  | Checking account |
|  |  |  | Money orders |
|  |  | Bank and checking account exercises (check writing, balance checkbook, loans) | |
|  |  |
|  |  | Budgeting simulation | |
| **CONSUMER AWARENESS** |  | | |  |
| Impact of Advertising |  | Discuss / make collage on effects of magazine / television ads | |
| Money Saving Strategies |  | Utilize comparison shopping strategies: | |
|  |  |  | Shop for sales (calculate percent off) |
|  |  |  | Generic vs. name brand |
|  |  |  | Wholesale vs. retail |
|  |  |  | Consumer Reports magazine |
|  |  | Explore and utilize tips for saving money while grocery shopping: | |
|  |  |  | Coupons |
|  |  |  | Unit price comparison |
|  |  |  | Sales |
|  |  |  | Eating out vs. preparing food |
|  |  | Research various fraudulent scams that may impact you as a consumer; i.e., vacation, employment, car repair | |
|  |  |
| Legal Regulations to Protect Consumers |  | Identify laws that protect consumers: | |
|  |  | Three day right to cancel |
|  |  |  | Car repair |
|  |  |  | Lemon law |
|  |  |  | Telephone telemarketers |

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| **SKILL AREAS** | **POTENTIAL ACTION PLAN**  **WITH SUGGESTED ACTIVITIES AND TOOLS** | | | | | **NOTES** |
| **CONSUMER AWARENESS**  **(cont.)** |  | Analyze a sweepstakes offer you receive in the mail | | | |  |
|  | Department of Consumer Protection Agency: | | | |
| Legal Regulations to Protect Consumers (cont.) |  |  | Explore how they help consumers | | |
|  |  | Learn the process for filing complaints | | |
|  |  | Other: | |  |  |
|  |  | | | | |
| Credit |  | How to establish credit | | | |
|  |  | How to access credit rating | | | |
|  |  | Advantages of using credit cards | | | |
|  |  | Disadvantages to using credit cards | | | |
| **LEGAL** |  | | | | |  |
| Delinquency Status |  | Review current legal record (charges, fines, restitution) | | | |
| Adult Criminal Justice |  | Learn rights of arrest (Miranda) | | | |
|  |  | Learn differences between misdemeanor, felony, and violation | | | |
|  |  | Learn legal penalties for various crimes charged as an adult | | | |
|  |  | Learn how to access affordable legal counsel | | | |
| Adult Rights and  Responsibilities |  | Learn rights of being an adult ("On Being 18" book)  Learn how to register for selective service  Voting - Learn: | | | |
|  |  |  | How to register | | |
|  |  |  | Where to vote | | |
|  |  | Learn how to contact elected governmental representatives | | | |
|  |  | Understand consequences of signing a legal contract | | | |
|  |  | Learn responsibilities of jury duty | | | |
|  |  | Other: | |  |  |
|  |  | | | | |  |
| **GETTING AROUND** |  | | | | |  |
| Transportation Options |  | Develop transportation plan: Needs vs. wants | | | |
| and Resources |  | Learn how to read: | | | |
|  |  |  | City map | | |
|  |  |  | State map | | |
|  |  |  | Bus schedule | | |
|  |  | Obtain: | | | |
|  |  |  | Bus pass | | |
|  |  |  | Driver's permit | | |
|  |  |  | Driver's license | | |
|  |  |  | Car pool | | |
| Vehicle Ownership |  | Learn how to shop for first vehicle | | | |
|  |  | Write down realistic costs of vehicle ownership; vehicle payments, maintenance, repairs, gas, license, insurance, etc. | | | |
|  |  | Explore types of vehicle insurance; e.g. collision, liability, etc. | | | |
|  |  | Discuss ongoing upkeep / maintenance on vehicle | | | |
|  |  | Other: | |  |  |
|  |  | | | | |  |
| **RECREATION AND COMMUNITY**  **INVOLVEMENT** |  | | | | |  |
| Personal Interests |  | Examine current friendships and expanding / changing friends | | | |
|  |  | Identify current and new areas of interest (hobbies, sports, etc.) | | | |
|  |  | Get involved in a hobby or organizations reflecting interests | | | |
| Leadership |  | Participate in youth leadership activities: | | | |
|  |  |  | Trainings | | |
|  |  |  | Conference | | |
|  |  |  | Youth boards | | |
|  |  |  | Independent living groups | | |
|  |  |  | Camp counselor | | |
|  |  |  | Safe Night | | |
|  |  | Other: | |  |  |
| Community Activities |  | Volunteer in an activity that helps your community | | | |
|  |  | Identify community activities and level of interest | | | |
|  |  | Other: | |  |  |
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| **SKILL AREAS** | **POTENTIAL ACTION PLAN**  **WITH SUGGESTED ACTIVITIES AND TOOLS** | | | **NOTES** |
| **PERSONAL SUPPORT AND**  **COMMUNITY RESOURCES** |  | | |  |
| Personal Support Networks |  | Identify and assess current personal support system (self, eco-maps) | |
|  |  | Identify and develop personal support system for adulthood | |
| Community Resources |  | Learn about various community resources and how to access | |
|  |  | Learn how to use the telephone book to locate services | |
|  |  | List and visit resources you will use as an adult (scavenger hunt) | |
| **VALUES AND INTERPERSONAL SKILLS** |  | Identify values and impact of values on decisions and outcomes | |  |
|  | Identify situations that may have negative impact on future (alcohol / other drug use, poor job skills, criminal record, early pregnancy, poor choices, relationships, etc.) | |
|  |
|  |  | Identify alternative choices | |
|  |  | Identify current style of making decisions / problem solving / dealing with conflict | |
|  |  | Identify current problems / conflicts and how they are being resolved | |
|  |  | Identify and role play new strategies for above. Use tools if helpful (SODAS, satellite decisions) | |
|  |  | Identify and plan towards long and short term measurable goals | |
|  |  | Identify current emotional coping strategies | |
|  |  | Identify and practice new emotional coping strategies | |
|  |  | Identify and practice ways to develop positive self-esteem | |
|  |  | Identify and practice stress management techniques | |
|  |  | Identify and practice ways to deal with anger | |
|  |  | Identify and practice appropriate social skills for a variety of situations | |
|  |  | Identify and practice messages that body language conveys | |
|  |  | Identify and practice assertive communication skills | |
|  |  | Identify and practice time management techniques | |
| **HEALTH AND HYGIENE** |  | | |  |
| Medical Needs and Issues |  | Gather health history information | |
|  | Identify current medical needs: | |
|  |  |  | Physical |
|  |  |  | Dental |
|  |  |  | Vision |
|  |  |  | Medications |
|  |  |  | Therapy |
|  |  |  | Mental; e.g., depression and / or abuse issues |
|  |  |  | AODA |
|  |  | Identify plan for how above medical and mental health needs will be taken care of in adulthood | |
|  |  | Visit community health care clinic; explore low cost health care | |
|  |  | Call to make medical appointments: | |
|  |  |  | Obtain prescriptions |
|  |  | Investigate the appropriate use of visits to: | |
|  |  |  | Doctor's office |
|  |  |  | Emergency room |
|  |  |  | Urgent care facility |
|  |  |  | 911 |
| Health Insurance |  | Explore options for medical insurance (include BadgerCare) | |
| Preventive Health |  | Identify plan to stay healthy (diet, exercise, yearly doctor and dentist visits, etc.) | |
|  |  | Learn how to care for self when ill (cold, flu, sore throat, fever): | |
|  |  |  | Take a temperature |
|  |  |  | Over-the-counter medications |
| First Aid |  | Learn various first aid methods | |
| Hygiene |  | Practice good personal hygiene | |

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| **SKILL AREAS** | **POTENTIAL ACTION PLAN**  **WITH SUGGESTED ACTIVITIES AND TOOLS** | | | | | **NOTES** |
| **RELATIONSHIPS** |  | Discuss values regarding abstinence and sexual decisions | | | |  |
|  |  | Explore sexual orientation / identity | | | |
|  |  | Identify issues facing young adult relationships and strategies to overcome | | | |
|  |  | Identify and discuss avoiding and / or getting out of abusive relationships | | | |
|  |  | Learn about current birth control options | | | |
|  |  | Uses current options in birth control | | | |
|  |  | Effective use of condoms | | | |
|  |  | Practices safe use of condoms to prevent STI's | | | |
|  |  | Learn about STI's: | | | |
|  |  |  | Symptoms | | |
|  |  |  | Treatment | | |
|  |  |  | Prevention | | |
|  |  | Learn and practice positive parenting skills: | | | |
|  |  |  | Family enhancement | | |
|  |  |  | Support group | | |
|  |  |  | Mentor | | |
|  |  |  | Urban League Teen Parenting Program | | |
|  |  | Other: | |  |  |
|  |  | | | | |  |
| **HOUSING** |  | Identify factors important to consider when renting an apartment | | | |  |
|  |  | Explore housing options (apartment, room, co-op) | | | |
|  |  | Call about two apartments | | | |
|  |  | Visit two apartments | | | |
|  |  | Do household furnishings inventory / wish list | | | |
|  |  | Obtain affordable furnishings | | | |
|  |  | Start-up kit | | | |
|  |  | Learn about: | | | |
|  |  |  | Lease | | |
|  |  |  | Application terms | | |
|  |  |  | Security deposit | | |
|  |  |  | Check-in / check-out forms | | |
|  |  |  | Sublet / sublease | | |
|  |  | Complete housing application | | | |
|  |  | Review / sign lease | | | |
|  |  | Learn how to turn on utilities | | | |
| Tenant Rights and Responsibilities |  | Visit tenant resource center | | | |
|  | Learn about tenant / landlord rights and responsibilities | | | |
|  |  | Learn how to identify and report housing discrimination with consumer protection agency | | | |
| Roommates |  | Identify qualities desired in a roommate | | | |
|  |  | Interview potential roommate (roommate questionnaire) | | | |
|  |  | Develop and sign a roommate agreement | | | |
|  |  | Role play roommate conflict resolution | | | |
| Insurance |  | Learn about renter's insurance and costs | | | |
|  |  | Other: | |  |  |
|  |  | | | | |  |
| **FOOD MANAGEMENT** |  | | | | |  |
| Nutrition |  | Identify own eating habits | | | |
|  |  | Learn about food pyramid, nutrients, and healthy eating habits | | | |
|  |  | Practice healthy eating habits | | | |
| Meal Planning |  | Plan menu for one week using food pyramid guidelines; breakfast, lunch, dinner / supper | | | |
|  |  | Create cookbook of favorite recipes | | | |
|  |  | Make grocery list and shop for ingredients using unit price comparisons. Use budget guidelines. | | | |
| Food Handling,  Storage / Spoilage |  | Practice safe food handling techniques; proper refrigeration of leftovers, thawing, handling raw meats, sanitation | | | |
|  |  | Identify signs of food spoilage: | | | |
|  |  |  | Check expiration dates | | |
| Meal Preparation |  | Prepare one meal per week for others | | | |

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| **SKILL AREAS** | **POTENTIAL ACTION PLAN**  **WITH SUGGESTED ACTIVITIES AND TOOLS** | | | | | | **NOTES** |
| **HOME MANAGEMENT** |  | Keep room clean, make bed | | | | |  |
|  |  | Do chores to keep home clean | | | | |
|  |  | Do laundry | | | | |
|  |  | Practice how to: | | | | |
|  |  |  | Test smoke detector / change battery | | | |
|  |  |  | Reset circuit breaker or change fuse | | | |
|  |  |  | Unclog toilet: | | | |
|  |  |  |  | | Stop toilet from running | |
|  |  |  | Change light bulb | | | |
|  |  |  | Use a vacuum: | | | |
|  |  |  |  | | Change a vacuum bag | |
|  |  |  | Other simple home repairs | | | |
|  |  |  | Use cleaning products for various jobs | | | |
|  |  | Other: | |  | |  |
|  |  | | | | | |  |
| **EMERGENCY AND SAFETY SKILLS** |  | | | | | |  |
| Emergency Situations |  | Identify various emergency situations and how to respond: | | | | |
|  |  |  | Poisoning | | | |
|  |  |  | Gas leak | | | |
|  |  |  | Fire | | | |
|  |  |  | Car accident | | | |
|  |  |  | Medical emergency | | | |
|  |  |  | Rape | | | |
|  |  | Identify community resources to deal with various emergencies | | | | |
| Street and Personal Safety |  | Identify potential personal safety concerns (street violence, date rape, sexual / physical abuse) | | | | |
|  |  | Practice strategies to stay safe: | | | | |
|  |  |  | Personal safety awareness | | | |
|  |  |  | Self-defense techniques | | | |
|  |  |  | Home safety (stop mail and paper, lights on timers, etc. when away) | | | |
|  |  |  | Check smoke detector battery | | | |
| Hazardous Materials |  | Discuss proper usage, storage and disposal of hazardous materials: | | | | |
|  |  |  | Household cleaners | | | |
|  |  |  | Used oil / gasoline | | | |
|  |  |  | Antifreeze | | | |
|  |  |  | Paint thinner | | | |
|  |  |  | Varnish | | | |
|  |  |  | Paint | | | |
|  |  |  | Prescription drugs | | | |
| Fire Extinguisher |  | Discuss proper use of fire extinguisher to put out fire | | | | |
|  |  | Other: | |  | |  |
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