

# **Life Skills Curriculum Instructions:**

## **Eligibility Requirements:**

To be eligible for the \$250 incentive for completion of the Chafee Independence Program life skills curriculum, youth must meet ALL 3 requirements below:

- ✔ Youth must be at least 16 years old
- ✔ In an out of home placement (foster home, group home, relative placement, etc.)
- ✔ Committed to the Department for Community Based Services or Department for Juvenile Justice.

## **Required Paperwork to receive the \$250:**

The below documents **MUST** be completed and returned to your regional independent coordinator for a youth to receive the \$250 incentive:

- ✔ Referral Form (usually completed by PCC staff or DCBS/DJJ social worker)
- ✔ Incentive Documentation Form
- ✔ Data collection Form
- ✔ Ansell Casey Life Skills Assessment (ACLSA) Level IV for youth 16+
- ✔ Life skills curriculum (Completed hardcopy or digital/online version)

## **How to teach the curriculum:**

How the curriculum is taught to the youth is up to each agency. Many youth are capable of completing the curriculum, either a printed copy or the digital version with little assistance. However, youth with limited reading/writing skills may need a lot more assistance and individual instruction may be more appropriate.

Group sessions with several youth may be a better alternative for some and scheduling a block of time weekly will set a routine so the curriculum can be completed in a timely manner. We recommend giving a youth a deadline such as 30 days for completion of the curriculum. However, youth that are limited may need additional time.

Additional materials can be utilized to help supplement the curriculum such as videos, field trips, guest speakers, PowerPoint Presentations, etc.

On the CD, there should be an **Answer Key** version of the curriculum that will assist when one is trying to teach youth.

## Updated Curriculum:

The updated life skills curriculum is available in several forms to provide multiple opportunities for completion by youth. The version a youth completes may depend on a youth's ability and/or access to a computer, internet and software installed on the computer. Each youth will still be eligible for the \$250 incentive if he/she completes and returns the required paperwork.

There are currently 2 versions of the curriculum available for completion and a third option will be available in the near future:

**Hardcopy Version** – Can be printed, copied and completed with a pen or pencil. If no ability to print, contact your regional independent living coordinator for copies of the curriculum.



The hardcopy version of the curriculum is in PDF form. You **must have Adobe**



**Reader installed on your computer!** Most computers already have Adobe Reader. If not, the software can be downloaded for **FREE** at:

<http://get.adobe.com/reader/> .

**Form Field Version:** File is emailed to a youth or copied to a computer off of a CD & completed by typing in the form fields (shaded areas), saving the document and emailing it back to your regional independent living coordinator. **Go green...Go paperless!**



There are currently 2 form field versions of the life skills curriculum:

1. **Microsoft Word 2007:** has a file extension of **.docx** . (*lifeskillscurriculum.docx*)
2. **Microsoft 97-2003:** has a file extension of **.doc** . (*lifeskillscurriculum.doc*)

If you have **Microsoft Works** on your computer it **WILL NOT** convert a **Word 2007** or **Word 97-2003** file correctly. The youth will not be able to complete the form field version of the curriculum. They will need to complete a paper/hardcopy of the curriculum.



**In the near future, we hope to have the life skills curriculum accessible by logging onto EKU's Blackboard website.** This will require internet access and a username and password for each youth which will be received from your regional independent living coordinator.

## **Hardcopy Version Instructions:**



Youth completes printed/copied versions of the curriculum and all other forms by pen or pencil and once completed, mails them to their regional independent living coordinator.

- ✓ Referral Form
- ✓ Incentive Documentation Form
- ✓ Data collection Form
- ✓ Ansell Casey Life Skills Assessment (ACLSA) Level IV for youth 16+
- ✓ Life skills curriculum (hardcopy or digital/online version)

## **Form Field Version Instructions:**

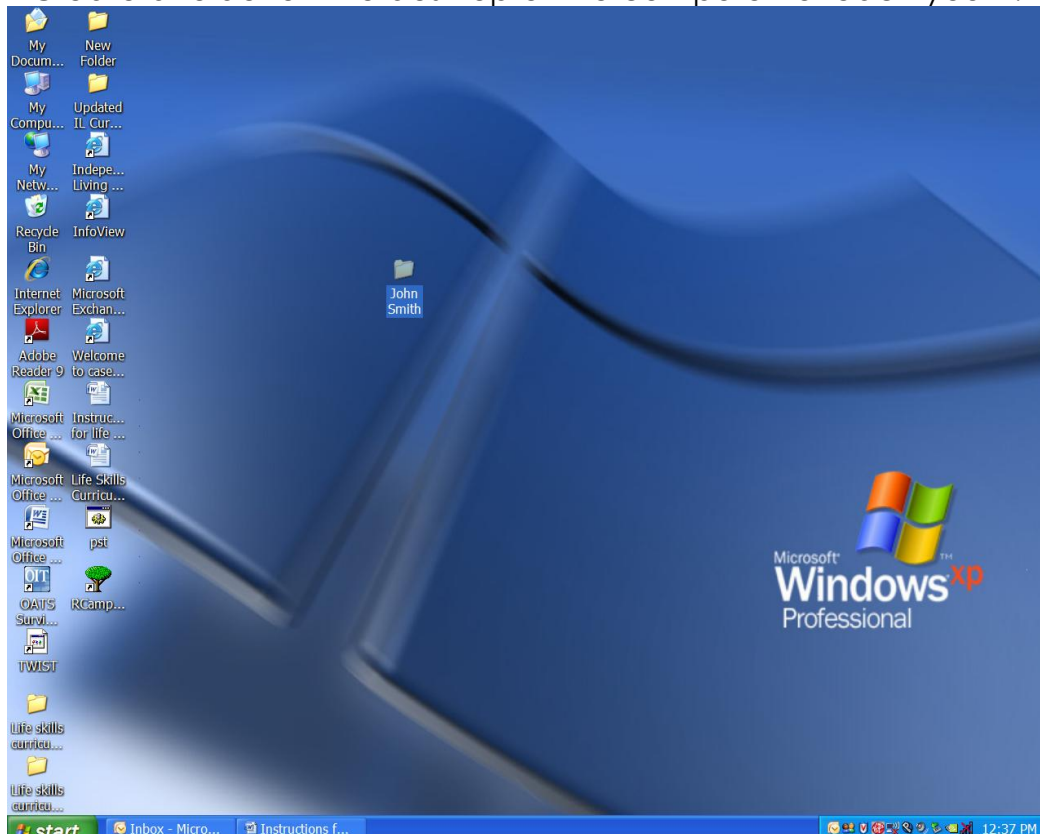


All the necessary files below are emailed to a youth or mailed on a CD.

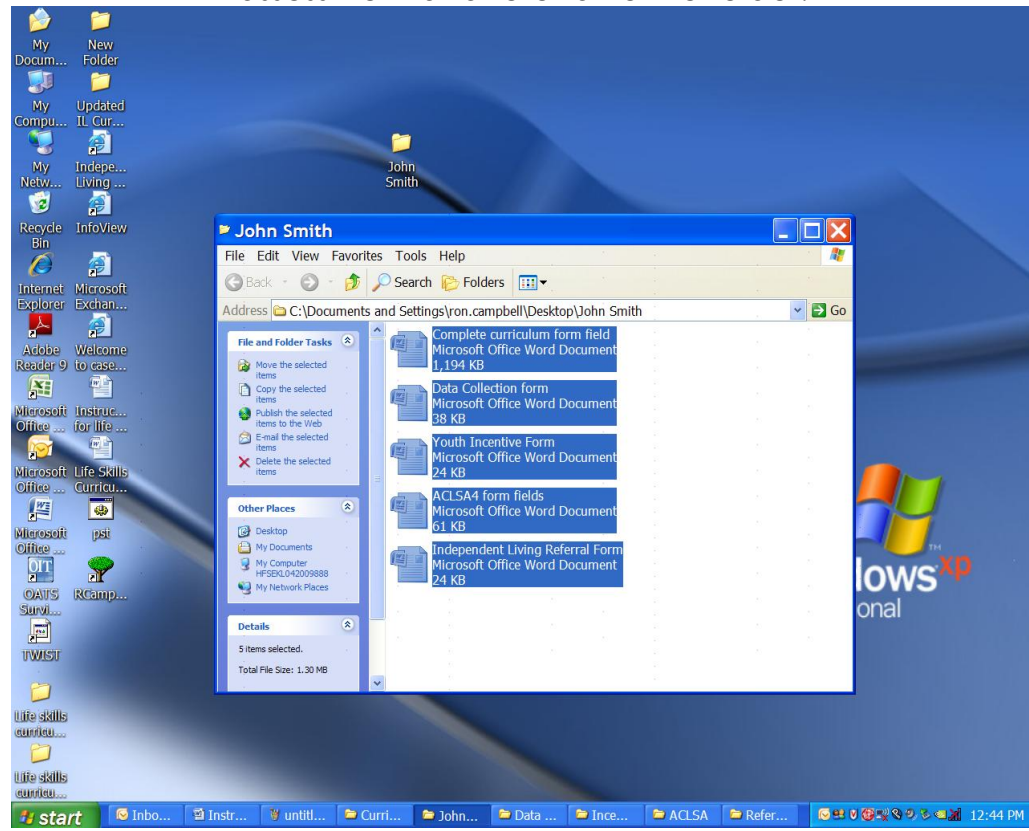
- ✓ Referral Form
- ✓ Incentive Documentation Form
- ✓ Data collection Form
- ✓ Ansell Casey Life Skills Assessment (ACLSA) Level IV for youth 16+
- ✓ Life skills curriculum (hardcopy or digital/online version)

*If completing the form field version of the curriculum these steps may be helpful.*

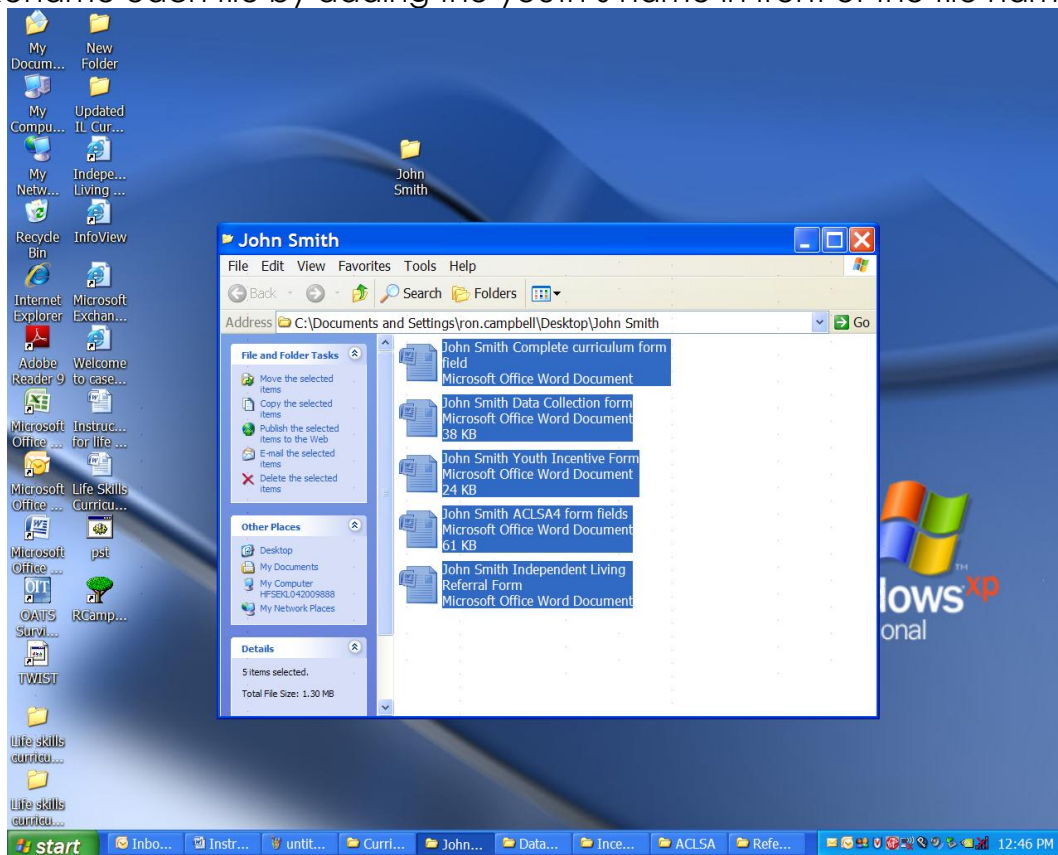
Create a folder on the desktop of the computer for each youth.



Copy & paste a copy of the curriculum, data collection form, incentive form, life skills assessment and referral to the folder.



Rename each file by adding the youth's name in front of the file name.



The youth can now open a file and start completing the paperwork by filling in the form fields. Youth can navigate from field to field by clicking on the tab button on the keyboard or by clicking on a field with the mouse pointer. **It is a good idea to periodically save the file while working on the curriculum in case of power outages or if your computer locks up.**

Complete curriculum form field - Microsoft Word

Home Insert Page Layout References Mailings Review View Developer

Paste Font Paragraph Styles Editing

Name: \_\_\_\_\_ Date: \_\_\_\_\_

ILC or Instructor Name: \_\_\_\_\_

**Chafee Independence Program  
Life Skills Curriculum**

Cabinet for Health and Family Services  
Department for Community Based Services

**Community Resources**

- Where do you go when you need to have your electricity turned on?
- How do you find the location of a public swimming pool?
- Where can you buy postage?

Community resources are the agencies or businesses that help people with problems such as these. How do you find these resources in your community? The internet, newspaper and phone book are three tools you can use to locate resources in your community. Many people use internet search engines such as **Google** or **Yahoo** to search for community resources when a phonebook or newspaper is not handy. Below are a few activities to help you learn how to use these tools more effectively.

Directions: Use the internet, a newspaper or a phone book to answer the following questions:

- Find an unfurnished apartment advertisement in the classified section:  
How many bedrooms is the apartment? \_\_\_\_\_  
How much does it cost? \_\_\_\_\_  
Is there a security deposit? \_\_\_\_\_  
What is the ads phone#? \_\_\_\_\_
- Find a job advertisement in the classifieds that interests you and answer the following questions:  
What is the job? \_\_\_\_\_  
Does it say how much it pays? \_\_\_\_\_ If so, how much? \_\_\_\_\_
- Look in your local newspaper or on the internet and list a current movie that you would like to see.  
Where is it playing? \_\_\_\_\_  
What are the show times for weekdays? \_\_\_\_\_

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Once all the paperwork is completed (see list below)<sup>3</sup>, it can be emailed to your regional independent living coordinator **except for the incentive documentation form. It needs to be printed out (2 pages) because the youth has to sign and date the form. This form will need to be mailed back to your regional independent living coordinator.**

- ✓ Referral Form
- ✓ Incentive Documentation Form
- ✓ Data collection Form
- ✓ Ansell Casey Life Skills Assessment (ACLSA) Level IV for youth 16+
- ✓ Life skills curriculum (hardcopy or digital/online version)



## How to complete the Incentive Documentation Form:

Youth completes:

- Name
- SSN
- DOB
- DCBS or DJJ committed
- Region they are located
- County
- Checks all 5 boxes for the skill areas
- Day they began and finished the life skills curriculum

**Chafee Independence Program Training Documentation (Rev 09/30/2010)**

Name: John Smith Social Security # 123-45-6789

Birth Date 05 / 14 / 93 DCBS ☒ or DJJ ☐ Region of Service: The Lakes

County of Service: Graves has completed the following goals:

Employment Skills ☒ Money Management/Consumer Skills ☒ Community Resources ☒ Housing ☒ Education ☒

of independent living training, which began on 05 / 01 / 10 and ended on 05 / 15 / 10.  
(Month/Day/Year) (Month/Day/Year)

**Note:** all of the performance criteria must be completed, or attempted, to complete a competency skill. The method by which skills are taught is at the discretion of the instructor. Documentation that the performance criteria have been achieved must be maintained by the instructor for both audit and incentive award purposes.

**GOALS:**

**EMPLOYMENT SKILLS**

Understands the importance of employment. Knows and understands payments, benefits and tax obligations with regard to employment. Can search for employment. Can complete a resume. Understands the importance of a cover letter. Can complete a job application. Can complete a job interview. Knows how to apply rules of the workplace to maintain employment.

**MONEY MANAGEMENT & CONSUMER SKILLS**

Understands the difference between "luxuries" and "necessities." Can make a realistic monthly budget using a thoughtful decision-making process. Can use money orders to pay bills. Knows how to open a savings account at a local bank. Knows how to open a checking account at a local bank. Knows how to maintain a checking account. Understands the concept of credit. Knows and understands the concepts of consumerism and comparison shopping.

Youth completes:

- Items to purchase with the \$250 and approx. cost of each item. (**DO NOT** include items such as tattoo, PS3, Ipod, TV, jewelry, cell phone, etc.)

**REQUEST FOR INCENTIVE**

I have developed the following plan and budget, showing how I intend to use the incentive money I receive to enhance my ability to live independently after leaving foster care.

**PLAN:** I plan on putting the funds I receive into a savings account so it can be used to purchase items for an apartment. Listed below are some items I will consider purchasing:

ITEM	COST
couch	100.00
bed	100.00
table	50.00
<b>TOTAL</b>	<b>\$ 250.00</b>

- Check all 5 skill area boxes, total, sign and date.
- Turn in to ILC with all other paperwork. If the form is not signed or dated, it will be returned which will delay the incentive check arrival.
- It usually takes 4 – 6 weeks for the incentive check to arrive at the ILC's office.

**TOTAL** \$ **250.00**

EMPLOYMENT SKILLS .....	<input checked="" type="checkbox"/> \$50
MONEY MANAGEMENT & CONSUMER SKILLS .....	<input checked="" type="checkbox"/> \$50
COMMUNITY RESOURCES .....	<input checked="" type="checkbox"/> \$50
HOUSING .....	<input checked="" type="checkbox"/> \$50
EDUCATION .....	<input checked="" type="checkbox"/> \$50

Total funds requested \$ **250.00**

I have been informed that the incentive is to be used to enhance my independence upon leaving foster care and that the incentive should be placed in a savings account to be used when I exit foster care.

Youth Signature John Smith Date 05/01/10

CIP Service Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

Checks will be mailed to the CIP Service Provider (Name and Address below):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

## How to complete the Data Collection Form:

Complete demographic data section of the Form. Save on completion & return by email.

**INDEPENDENT LIVING DATA COLLECTION - INDIVIDUAL YOUTH**

**DEMOGRAPHIC DATA**

NAME: John Smith

SSN: 123-45-6789

DOB: 05/14/93

SEX: Male Female

MARITAL STATUS: S M D

RACE: White Black Hispanic Asian  
Native American Other

DISABILITY: (Specify) N/A

PARENTAL STATUS: Y N

NUMBER OF CHILDREN: N/A

NUMBER CHILDREN LIVING WITH YOUTH: N/A

HIGHEST GRADE COMPLETED: 9 10 11 12 Vocational  
1 2 GED College 1 2 3 4

PLACEMENT HISTORY:

Total time: 6 months

Number of entries: 1

Number of placements: 1

Living arrangement: foster home

Date into IL program: 05/01/10

**PROGRAM COMPONENTS**

EDUCATION			INDEPENDENT LIVING SKILLS			
Tutoring/Remedial education	Y	N	NA	Y	N	NA
GED classes	Y	N	NA	Y	N	NA
Driver education	Y	N	NA	Y	N	NA
Higher education	Y	N	NA	Y	N	NA
Vocational Assessment	Y	N	NA	Y	N	NA
Special vocational training	Y	N	NA	Y	N	NA
Basic skills assessment				Y	N	NA
Interpersonal skills				Y	N	NA
Communications skills				Y	N	NA
Self-esteem skills				Y	N	NA
Decision-making skills				Y	N	NA
Values clarification skills				Y	N	NA

## How to complete the ACLSA:

Complete each form field by clicking into each shaded area. Save on completion & return by email with all other paperwork or complete the hardcopy version and mail back.

**ACLSA4 form fields - Microsoft Word**

Name:                      Date: Click here to enter a date.

**Ansell-Casey Life Skills Assessment**

**Youth Level IV — Version 4.0**

**Instructions:** These questions will ask you about what you know and can do. Please try to answer all the questions.

I am: ☐ Male ☐ Female

My current age (years):     

My grade in school:

☐ 1st grade

☐ 2nd grade

☐ 3rd grade

☐ 4th grade

☐ 5th grade

☐ 6th grade

☐ 7th grade

☐ 8th grade

☐ 9th grade

☐ 10th grade

☐ 11th grade