

January Money Management And Consumer Awareness

Basic

Youth Adult Date

- _____ Knows value of coins and currency
- _____ Can make a transaction at a local store and count change
- _____ Has an understanding of the difference between “luxuries” and “necessities” in food, transportation, clothing, electronics, etc.
- _____ Understands the difference between “sale price” and “regular price”
- _____ Knows how to use coupons
- _____ Can use a calculator to add, subtract, divide and multiply

Intermediate

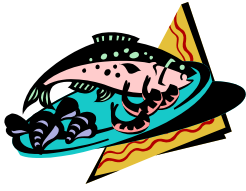
- _____ Can open a checking or saving account
- _____ Can write checks/ make withdrawals/make deposits/understands direct deposit
- _____ Can balance account using on-line banking
- _____ Can budget allowance to last for a week
- _____ Shows understanding of concept of saving
- _____ Understands the difference between gross wage and take home pay

Advanced

- _____ With assistance can make out monthly budget covering regular expenses for independent living
- _____ Can read monthly bank statements, compare balances, make adjustments (deduct service charges, overdraft fees, adjust balance, etc.)
- _____ Understands the responsibility of filing a federal and state tax form
- _____ Knows the information that is required for filing taxes and knows where to go to get assistance with filing taxes

Exceptional

- _____ Understands how to budget for unanticipated emergencies, seasonal bills, etc.
- _____ Understands buying on credit, loans, interest and late payment penalties
- _____ Understands payroll deductions, taxes, FICA, insurance
- _____ Understands what a good credit rating is, how it can be obtained and maintained
- _____ Can complete a short tax form (1040 EZ)
- _____ Has a regular savings program



February Food Management

Basic

Youth Adult Date

- _____ Can order in a cafeteria or fast food restaurant
- _____ Can set the table properly
- _____ Knows name and use of cooking utensils
- _____ Stores perishable items under refrigeration
- _____ Recognizes signs of spoilage in food
- _____ Can follow instructions for preparing canned or frozen foods
- _____ Can use acceptable table manners

Intermediate

- _____ Can order a meal from the menu in a family-style restaurant
- _____ Can fix a breakfast for one
- _____ Can fix a lunch for one
- _____ Can fix a dinner for one
- _____ Can make out a grocery shopping list
- _____ Can carry out a grocery shopping trip (Select items on shopping list and pay)
- _____ Can use cooking utensils effectively (knives, grater, can opener, peeler, etc.)
- _____ Can use kitchen appliances effectively and safely (microwave, stove, toaster)

Advanced

- _____ Can plan weekly menu of nutritious meals
- _____ Can shop for a week's menu and stay within a food budget
- _____ Can prepare all meals on a week's menu

Exceptional

- _____ Can follow recipes from a cookbook
- _____ Can adjust recipes to feed more or less people than called for in recipes
- _____ Understands and can use unit pricing to comparison shop



March Personal Appearance And Hygiene

Basic

Youth	Adult	Date
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- | | | |
|-------|--|---|
| _____ | | Can dress self in an acceptable fashion (underwear, socks, and shoes) |
| _____ | | Knows how to use soap, shampoo, deodorant, and other hygiene items |
| _____ | | Showers or bathes regularly (at least 3x week) |
| _____ | | Brushes teeth daily |
| _____ | | Keeps hair clean and neat |
| _____ | | Dresses in reasonably clean clothing |

Intermediate

- | | | |
|-------|--|---|
| _____ | | Can read clothing labels and determine which clothes are to be dry cleaned, or hand or machine washed |
| _____ | | Can sort and machine wash clothes at a laundromat or at home |
| _____ | | Can dry clothes in a dryer using appropriate settings |
| _____ | | Can hand wash items following the instructions on the label |
| _____ | | Can iron clothes |
| _____ | | Can sew on button and make minor clothing repairs |
| _____ | | Knows appropriate clothing to wear for almost all occasions |



April Health

Basic

Youth Adult Date

- _____ Can open child proof container
- _____ Knows not to take someone else's medication (discussion)
- _____ Knows that drugs, alcohol, and tobacco may be harmful to a person's health.
- _____ Knows how pregnancy occurs and how to prevent (discussion)

Intermediate

- _____ Can recognize symptoms of colds, flu, and other common health problems
- _____ Knows how to get emergency health care
- _____ Knows what to do for a minor cut, a minor burn, a splinter
- _____ Understands the risks of pregnancy and sexually transmitted diseases
- _____ Understands the risks of drug and alcohol abuse
- _____ Can take own temperature using an oral thermometer
- _____ Can nurse self through cold or flu
- _____ Recognizes and makes correct use of "over the counter" drugs for pain, stomach upset, fever, cold/allergy symptoms
- _____ Can call a doctor or dentist and schedule an appointment
- _____ Can read a prescription label correctly and follow the instructions
- _____ Knows how to dispose of drugs in a safe manner
- _____ Knows how to use what is included in a First Aid Kit
- _____ Has a copy of personal immunization records and medical history
- _____ Knows methods of birth control and how to obtain birth control devices
- _____ Knows how to prevent the spread of sexually transmitted diseases
- _____ Knows the name of their doctor, dentist, eye doctor and therapist

Exceptional

- _____ Can determine when to go to an E.R. and when to make an appointment with family doctor or urgent care clinic
- _____ Understands importance of medical insurance and how to use their Medicaid



May House Management

Basic

Youth	Adult	Date	
_____			Can wash dishes adequately using soap and hot water
_____			Can change a light bulb
_____			Can make a bed
_____			Knows how to sweep floor and stairs, wash floors, wash windows, dust, polish furniture, clean toilet, clean bath tub and sink
_____			Knows appropriate cleaning products to use for different jobs
_____			Knows how to dispose of garbage
_____			Can use vacuum cleaner properly
_____			Can change bed linen
_____			Knows how to prevent sinks and toilets from clogging

Intermediate

_____	Knows how to stop a toilet from running
_____	Knows how to use a plunger to unstop a toilet or sink
_____	Can clean a stove
_____	Knows what repairs a landlord should perform
_____	Knows how to conserve energy and water

Exceptional

_____	Can perform routine house-cleaning to keep the home in a reasonably clean condition
_____	Uses drawers and closets appropriately for storage
_____	Can do minor household repairs
_____	Is able to contact the landlord and request repairs
_____	Can change a fuse or reset a circuit breaker
_____	Knows how to get rid of and avoid roaches, ants, mice, etc.



June Housing

Basic

Youth Adult Date

_____ Understands the concept of renting and knows the role of a landlord

Intermediate

_____ Understands basic terms (lease, sub-let, utilities, weekly, studio, security deposit, references)

Advanced

- _____ Can identify type of housing that is within budget and meets housing needs
- _____ Can calculate “start up” costs (utility deposits, connection fees, security deposit, first month’s rent, furniture and other household items)
- _____ Can complete a rental application
- _____ Knows to inspect an apartment to make sure appliances work and that the landlord has supplied accurate information about the apartment
- _____ Shows some concerns for rights of other residents with regard to property, noise and visitors
- _____ Understands what could happen if the rights of other residents are not respected
- _____ Understands a security deposit and what is needed to get it refunded

Exceptional

- _____ Demonstrates the ability to get along with other residents and the landlord
- _____ Knows how to get help if there is a conflict with the landlord



July Transportation

Basic

Youth Adult Date

- _____ Knows amount of money required for bus fare
- _____ Can make solitary trip on public transportation between two designated points
- _____ Can ride bicycle safely

Intermediate

- _____ Knows how to call a taxi or Uber and provide information needed
- _____ Knows the approximate cost of taking a taxi or Uber
- _____ If given instructions, can make public transportation trip involving several transfers
- _____ Can obtain monthly bus pass
- _____ Knows what is required to get a driver's permit and license

Advanced

- _____ Can use information on public transportation routes to get to any location within the system
- _____ Knows how to travel between cities by bus or train (knows how to obtain travel information, make reservations, find the station, buy a ticket)
- _____ Can arrange routine transportation to work or school

Exceptional

- _____ Can read a map/use map app on cell phone
- _____ Has a driver's license
- _____ Can give directions
- _____ Can fix a bicycle
- _____ Knows how to do basic car maintenance
- _____ Can estimate cost of owning and operating a car for a month/ year (car payment, insurance, registration, maintenance fees)



August Educational Planning

Basic

Youth Adult Date

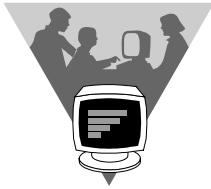
- _____ Has a realistic view of chances for completing high school and/or attending college
- _____ If high school graduation is not realistic, understands how to obtain a GED/HiSet
- _____ Youth knows how to access their Infinite Campus and understands grades, missing assignments and absences

Intermediate

- _____ Can complete forms to enroll in an educational program (TMCC, UNR, etc.)
- _____ Has a general idea of what career he/she wants
- _____ Has an appropriate educational plan for the job selected
- _____ Understands educational/skill requirements for job selected
- _____ Can discuss educational/vocational plans with teachers/counselor
- _____ Is aware of the cost of higher education or vocational training
- _____ Knows the difference between a loan and a grant
- _____ Is aware of educational resources available as a foster youth

Exceptional

- _____ Shops around” to find the best educational resources
- _____ Knows where and how to access adult education or vocational training in the community
- _____ Knows how to obtain financial aid/scholarships for additional education



September Job Seeking Skills

Basic

Youth Adult Date

- _____ Has reasonable idea of the types of jobs that will be available to him/her
- _____ Knows what the minimum wage is

Intermediate

- _____ Can fill out a standard job application form
- _____ Can search job postings and find appropriate leads
- _____ Can complete a mock interview with appropriate answers to potential questions
- _____ Has a completed job application/fact sheet to take on a job interview
- _____ Can make appointment for a job interview
- _____ Knows how to prepare for a job interview
- _____ Knows appropriate clothing to wear for an interview
- _____ Can complete a job interview
- _____ Knows the function of and can contact the public/private employment agency

Advanced

- _____ Can write a resume
- _____ Can follow up an interview with a call back
- _____ Is able to maturely weigh the advantages of one job over another



October Job Maintenance Skills

Basic (If youth is employed)

Youth Adult Date

- _____ Dresses for work appropriately
- _____ Reports to work on time
- _____ Knows job responsibilities and how to complete job tasks

Intermediate

- _____ Knows how to read a pay stub
- _____ Knows to contact employer when not able to go to work
- _____ Knows what behaviors will get a person fired immediately
- _____ Knows how to ask for help with a problem on the job

Advanced

- _____ Knows if eligible for sick time or vacation time
- _____ Knows what a grievance procedure is
- _____ Knows what to do to get a raise
- _____ Knows when and when not to talk with co-workers
- _____ Knows appropriate ways to talk to supervisor
- _____ Has a plan for handling anger with a supervisor, co-workers, or customers

Exceptional

- _____ Can implement anger management plan in majority of cases
- _____ Knows how to use company grievance procedure to resolve disagreements
- _____ Knows companies "unwritten polices" and can function within them
- _____ Knows how to ask for a raise
- _____ Knows what to do to be eligible for promotion
- _____ Knows legal rights as an employee



November Emergency and Safety Skills

Basic

Youth Adult Date

- _____ Knows functions of police, ambulance, and fire department and can reach each by calling the appropriate number
- _____ Is trained to evacuate a residence in case of fire
- _____ Knows how to lock and unlock door and windows

Intermediate

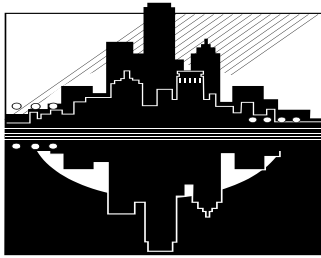
- _____ Understands basic fire prevention (no smoking in bed, using gas stove for heat, using too many extension cords, using frayed cords)
- _____ Knows how to check smoke alarm and how to replace battery
- _____ Knows that improperly used appliances can cause fires
- _____ Knows what to do, who to call if she/he smells a gas leak

Advanced

- _____ Knows how to use a fire extinguisher
- _____ Knows the different methods for putting out different kinds of fires
- _____ Knows how to properly store cleaning materials (away from food/heat/children)
- _____ Can usually determine when professional medical help is needed

Exceptional

- _____ Has completed First Aid training
- _____ Has completed CPR training



December Knowledge of Community Resources/Legal Issues

Basic

Youth	Adult	Date
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- | | | |
|-------|--|--|
| _____ | | Knows location of nearest post office and how to use it |
| _____ | | Knows how to get information by telephone or internet |
| _____ | | Knows where nearest grocery store is located |
| _____ | | Would have the phone number of someone to call if arrested or victimized |

Intermediate

- | | | |
|-------|--|---|
| _____ | | Knows where nearest laundromat is located |
| _____ | | Knows where personal bank is located |
| _____ | | Knows legal age for buying alcohol and tobacco products |

Advanced

- | | | |
|-------|--|---|
| _____ | | Knows who to contact if lost, frightened, depressed, anxious, sick, injured, out of food and money, or utilities are disconnected |
| _____ | | Can obtain a copy of birth certificate and a duplicate social security card |
| _____ | | If male, knows responsibility for registering for selective service |
| _____ | | Is aware of availability of free legal services |
| _____ | | Understands consequences of signing a contract or a lease |

Exceptional

- | | | |
|-------|--|--|
| _____ | | Knows how and where to register to vote |
| _____ | | Knows where to go to vote |
| _____ | | Knows the difference between “felony,” “misdemeanor,” and “violation |