

# Krista Foster Homes Transitional Housing Placement Program

## INDEPENDENT LIVING SKILLS SHECKLIST

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**Participant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Below are listed skills that will assist you to live independently. It is our desire to give you as many "tools" as possible so that when you leave this program you have a greater opportunity to succeed.

<b>1<sup>st</sup> month of placement</b>	<b>Date Completed? Initials</b>
1. Obtain a Birth certificate.	_____
2. Obtain your Social Security Card.	_____
3. Obtain a California State I.D. Card.	_____
4. Obtain your Medi-Cal or Medical Insurance card.	_____
5. Store your birth certificate, social security card and other Important documents in the file provided for you.	_____
6. Learn to use you alarm clock to wake up in the morning (Place it across the room, if necessary).	_____
7. Create an employment resume' with assistance of THPP staff.	_____
8. Develop a "fact sheet" with information needed to fill out employment applications. (This should include your address, phone number, your school's address and phone number, three reference's names, address and phone numbers, and any past employer's name and address.)	_____
9. List at least 10 places you would like to work, and seek out employment there at least once a week.	_____
10. Role play several different job interviews in a variety of employment settings.	_____

11. Learn how to read your school transcript. \_\_\_\_\_
12. Learn your school options and select the best program for you. \_\_\_\_\_
13. Learn how to read the city bus schedules and practice riding the Ride (Redding area) \_\_\_\_\_
14. Call to schedule an appointment for your CHDP or other medical appointments as needed. \_\_\_\_\_
15. Learn how to write a letter and mail it. \_\_\_\_\_
16. Learn how to use postal services: how to obtain a mailbox Key, apply for a “change of address,” purchase stamps, And mail a package. \_\_\_\_\_
17. Learn and practice how to communicate effectively to Get what you want or need with a variety of people, such as your property manager, employer, police officer, teacher, bank teller, I.L.S. Worker, and Social Worker or Probation Officer. \_\_\_\_\_

**2<sup>nd</sup> Month**

18. Obtain a job working at least 8 hours weekly. \_\_\_\_\_
19. Learn to read a pay stub and keep these in your “important documents” file. \_\_\_\_\_
20. Develop healthy recreational outlets and hobbies Finding some new ways to have fun.
21. Obtain a map of your city and learn to read it. \_\_\_\_\_
22. Learn how to locate and use grocery coupons, make grocery lists, and comparison shop. \_\_\_\_\_
23. Learn how to plan and cook five nutrition meals. \_\_\_\_\_
24. Learn how to safely and properly store food. \_\_\_\_\_
25. Learn the techniques and chemicals used to clean house, how to clean a kitchen, bathroom, and floors. \_\_\_\_\_

26. Learn how to use a phone book to locate valuable numbers such as government offices and utility services. \_\_\_\_\_

**3<sup>rd</sup> Month**

27. Open a checking and/or savings account. \_\_\_\_\_

28. Make a list of at least 20 phone numbers including your friends, family, frequently dialed numbers, doctors, counselors, dentist, utility companies, property managers, your placement workers, and THPP staff. \_\_\_\_\_

29. Develop good telephone skills and manners. \_\_\_\_\_

30. Call to schedule an appointment with a dentist who can continue seeing you after leaving THPP. \_\_\_\_\_

31. Join or connect with a group in the community such as The California Youth Connection, church youth group, Or a sports team. \_\_\_\_\_

32. Learn conflict resolution skills. \_\_\_\_\_

33. Sex education training to include: understanding birth control, sexually transmitted diseases, and abstinence. \_\_\_\_\_

34. Find a counselor/therapist who will support you during this program and who will be willing to continue seeing you when you leave the program. \_\_\_\_\_

35. Learn to use the public library and/or internet sites. \_\_\_\_\_

**4<sup>th</sup> Month**

36. Learn how to fill out deposit and withdrawal slips. \_\_\_\_\_

37. Learn how to write and cash a check to pay a bill. \_\_\_\_\_

38. Obtain a money order or cashier's check to pay a bill. \_\_\_\_\_

39. Learn a bill payment station location and visit the utility office at City Hall where you may pay a bill, or turn on or off your utilities. \_\_\_\_\_

40. Create a weekly and monthly budget. \_\_\_\_\_

41. Study and obtain a driving permit.

\_\_\_\_\_

**5<sup>th</sup> Month**

42. Visit Shasta College's campus, becoming familiar with the application process and financial aid.

\_\_\_\_\_

43. Apply for financial aid if you think you might attend The next semester.

\_\_\_\_\_

44. Take driving classes.

\_\_\_\_\_

45. Learn about auto insurance and coverage.

\_\_\_\_\_

46. Shop for auto insurance.

\_\_\_\_\_

47. Obtain your driver's license

\_\_\_\_\_

**6<sup>th</sup> Month**

48. Buy a car and insure it.

\_\_\_\_\_

49. Develop a community resource list of phone numbers For the various agencies who provide: job search, Housing assistance, utility assistance, health clinics, Emergency food, and legal assistance.

\_\_\_\_\_

50. Develop relationships with healthy adults who will be part of your ongoing support system.

\_\_\_\_\_

51. Learn your tenant rights.

\_\_\_\_\_

52. Learn how to hunt for housing using the newspaper and Rental agencies.

\_\_\_\_\_

53. Learn how to apply for housing – the do's and don'ts .

\_\_\_\_\_

54. Learn how to find a good roommate and how to avoid a bad one.

\_\_\_\_\_

55. Learn the terminology of a rental or lease agreement And the rules of your apartment.

\_\_\_\_\_

56. Learn to fill out your annual tax return.

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