

## **Youth Bridge, Inc. Junior Civic League Transitional Living Program Description**

The Youth Bridge, Inc. Junior Civic League Transitional Living Program (TLP) will serve a mixed gender population of homeless people between the ages of 18 and 22 who have no support network/system, and/or the education, skills and economic resources necessary to reach self-sufficiency.

This program is for young adults who have agreed to work towards acquiring skills that will allow them to live successfully on their own while becoming positive members of society.

The TLP feels that it is very important to provide participants with the education and skills needed to become successful and pro-social adults. The program provides psycho-educational classes on an individual and group basis that focuses on the following topics:

- Money management and consumer awareness
- Access to Social Services
- Food management and housekeeping
- Health and personal hygiene
- Education/Vocational training
- Job Seeking and Employment etiquette
- Transportation Resources
- Community Resources
- Emergency and personal safety skills
- Interpersonal Communication skills
- Legal Issues
- Housing Issues
- Support networking
- Obtaining Child care

One of the program goals is to encourage and support participants pursuing higher education or vocational trade as well as gaining quality work experience. Therefore, it is recommended that participants obtain and maintain employment in addition to enrollment in a higher educational or vocational program.

### **ADMISSION REQUIREMENTS**

Admission/eligibility criteria for the Youth Bridge, Inc. Junior Civic League Transitional Living Program are as follows:

- Participant must be homeless and/or without support network and resources,
- Participant must be between the ages of 18 and 22,
- Participant must enter the program voluntarily,
- Participant must not have been convicted of a sexual offense,
- Participant must not have been convicted of a violent crime,
- Participant must currently not have an unmanaged serious or chronic medical issue,
- Participant must currently not have an unmanaged serious or chronic mental or emotional health issue,

- Participant must have high school or a General Education diploma or be within one year of attaining that degree,
- Participant must be functionally literate,
- Participant must be sober and drug free for a period of six months or more.

The Youth Bridge, Inc. Junior Civic League Transitional Living Program will constitute three phases. Participants are eligible to stay in the program for a maximum of two years. There are certain criteria that must be met before entering each phase. Participants must meet and maintain certain expectations while in each phase in order to stay in that particular phase. If, for any reason, TLP staff feel that the participant is not meeting and maintaining the expectations for a particular phase, the participant will be coached into an earlier phase until it is determined the participant is ready to advance to the next phase of the program.

In order to enter Phase I the participant must meet the admission criteria, go through the interview process, and be accepted into the program by TLP staff. Final admission into the TLP is determined by the Program Director or designee following the Assessment Phase of the program.

### **ASSESSMENT**

The first phase will consist of a two week assessment period. During this period program participants will live in a semi-supervised group home. The home holds eight residents of mixed gender. One gender will reside upstairs and the other will reside downstairs. A TLP staff, the residential specialist, lives on site. This staff member will provide adequate supervision as well as support and some case management duties. Due to the age of the TLP participants, there will not be round-the-clock supervision. During this phase the participant will complete a biopsychosocial assessment and be assessed for their knowledge of Daily Living Skills as assessed by the Casey Life Skills Assessment Protocol. The participant will also be required to obtain a physical examination. The participant will work closely with the program staff to determine educational and vocational goals as well as determine what skills are needed for successful functioning in the adult world. The purpose of the Assessment Phase is to develop a working Master Service Plan that will be used to outline each participant's goals while in the remainder of the program. All necessary documentation (originals or certified copies of birth certificate, immunization records, social security card, and photo ID) will be gathered and placed in participant's case file. Staff will assist each eligible participant in applying for Arkansas Medicaid and Food Stamps. This assessment period will also be used to determine if a participant is appropriate for the program. If the participant fails to meet the program's expectations then TLP staff will do whatever is possible to assist in finding another placement for the participant. If the participant meets the program expectations, then staff will determine if the participant is ready to move on to Phase I.

## **PHASE I - Residential**

The initial long-term placement phase of the TLP is Phase I. The period of Phase I is from two to twelve months with advancement to Phase II occurring only after the participant has reached all of the milestones indicating readiness for semi-independent living. During Phase I participants will continue to reside at the Julie House where they will share a bedroom with one or more same gender TLP participants. By the start of Phase I participants will have been assessed for Daily Living Skills through the Casey Life Skills Assessment Protocol. The recommended modules will be assigned and participants can begin the completion of each recommended module. Additionally, participants will be expected to obtain and maintain gainful employment either part-time (in the case of those enrolled in an academic program) or full-time (for those that are not). Enrollment in an academic program is required for all participants not currently holding a GED or High School Diploma. Although higher education is strongly recommended it is not required for participation in the Youth Bridge TLP. Participants will be required to set aside a designated percentage of their income from work to be saved toward their transition into Phase II. The participants will be expected to follow all of the standard program rules including completion of daily and weekly chores, maintenance of a weekly budget, preparation of daily menus and food preparation, maintenance of personal hygiene, maintenance of facility and room cleanliness, and positive interactions with fellow residents and program staff. During this phase program participants will be expected to complete several volunteer work assignments at various sites located in NW Arkansas. They will have completed enrollment in all possible avenues of state sponsored assistance.

Advancement to Phase II is contingent upon demonstrated success in Phase I. The following are guidelines for consideration for advancement toward Phase II:

- ◇ Achievement of a raw score of 80% and a Mastery score of 50% in the Daily Living Skills Assessment Completion and completion of 75% of assigned Casey Daily Living Skills modules assigned.
- ◇ Accrued savings of at least \$500.00,
- ◇ Six-week history of steady employment,
- ◇ Steady attendance in an academic program working toward GED or H.S. diploma as indicated,
- ◇ Two months of steady performance in chore and personal responsibilities with an average weekly rating of four or better,
- ◇ Two months of steady performance in budget and food preparation with an average weekly rating of four or better,
- ◇ Two months of steady performance in rule compliance with an average weekly rating of four or better.

Once a participant applies for and is granted the privilege of moving on to Phase II, he or she will be awarded the sum of \$500.00 to be used for the purchase of one or more items for their apartment or for personal use that will be theirs to keep upon the completion of the program. These items will be selected and paid for by the Residential Specialist or Case Manager after the participant has thoroughly investigated cost and quality factors that are customary when a consumer purchases an item for their home or

use. The decision and selection of each item will be a joint decision involving the participant and Youth Bridge staff. No monetary funds will be offered in lieu of the apartment items discussed.

### **PHASE I – Apartment**

Individuals referred to the TLP that are single parents of one or more youth, or are within one month of their due date for delivery of an infant, can be placed directly into a single two-bedroom apartment bypassing the Assessment and Phase I - Residential requirements of the program. The requirements as stated for the Assessment and Phase I - Residential program, however, are unchanged and each individual placed into a single family apartment will be expected to complete the requirements as stipulated in the Residential program. In addition, single parents will be expected to attend and satisfactorily complete the Young Parents Group offered through Youth Bridge, Inc.

### **PHASE II**

During Phase II the TLP participant will be placed in an apartment. The leases for these apartments are maintained under Youth Bridge, Inc. Each participant will be working either full or part-time and attending school on a regular basis (if indicated). Phase II will last for a minimum of six months and can extend up to the duration of the participant's program (twenty-four months) or until their twenty-third birthday, whichever comes first. In most cases the program participant will reside in the same apartment with one other resident in the program. Initially, Youth Bridge, Inc. will pay all rent and utilities for that participant's portion of the apartment. Shortly following placement in the apartment (within one month) the participant will begin to slowly contribute toward the amount paid toward the cost of the apartment with steady increases occurring on a monthly basis. When a participant can fully support him or herself financially and within the stipulated guidelines, they will be recommended for advancement to Phase III.

### **PHASE III**

Participants in Phase III will be assisted by staff in locating and leasing their own housing and continue to receive supportive services through the TLP Case Manager. At this point the program participants in Phase III will be expected to fully support themselves financially. The services provided by TLP continue to be available but the level of involvement will be decided on a case-by-case basis and access to services is at the discretion of the participant. In most cases the participant will meet with the case manager weekly during the first month in their new apartment. After the first month, program participation will be determined by the participant and the remainder of the treatment team. The goal of Phase III is eventual discharge from the TLP with a totally self-sufficient adult leaving the program.

Once a participant applies for and is granted the privilege of moving on to Phase III, he or she will be awarded the sum of \$1000.00 to be used for the purchase of one or more items to subsidize their successful transition to adulthood. Suitable examples include payment for utility deposits, payment of outstanding fines or legal fees, security

deposit, or auto insurance premiums. These items will be selected and paid for by the Apartment Case Manager after the participant has thoroughly investigated cost and quality factors that are customary when a consumer purchases an item for their home or use. The decision and selection of each item will be a joint decision involving the participant and Youth Bridge staff. No monetary funds will be offered in lieu of the apartment items discussed.

## **FINANCES**

Participants residing in the Assessment Phase and Phase I of the program will have their entire financial needs met while they reside either in the Julie House or, in the case of a young parent with dependent minor child(ren), in a designated apartment. As quickly as possible the participant will make application for public assistance and food stamps and can use this money and/or subsidies to develop self-sufficiency. Youth Bridge, Inc. will provide necessary food and personal hygiene items for the initial Assessment Phase and Phase I of the program and further into the program as needs arise.

### **PAYCHECKS**

After a participant obtains a job during the initial Phase I of the TLP their paychecks will be deposited and managed by Youth Bridge, Inc. The program participants finances will be managed using the following formula: Seventy percent (70%) will go into their savings account, Ten percent (10%) will go to Youth Bridge, Inc. to help with living expenses, and Twenty percent (20%) will go to the participant for personal expenses. After a participant has maintained a job and receives a steady paycheck for six months, the participant will gradually begin paying for some of their living expenses. A “rent reasonability” form will be used to help calculate what each individual participant will be paying. Any other monies a participant receives, such as an income tax refund, will be treated this way as well. The purpose of this is to allow the participant to establish and maintain a savings account so when they leave the program they have sufficient funds to pay for rent, car, insurance, etc.

### **SAVINGS ACCOUNT**

Youth Bridge will be the “bank” for participants and will provide the participants with a monthly statement of their account. Participants are also encouraged to keep a record of their balance. At any point a participant can request to use money from their savings account to pay for necessary expenses that are reviewed and approved of by the caseworker and program director.

It is important to keep in mind that Youth Bridge is not paying for a participant’s expenses (rent, bills, etc) so that the participant can spend their money on unnecessary clothes, accessories, tattoos, movies, CDs, tobacco products, etc. If a participant insists on spending their money unwisely, then Youth Bridge can and will reassess the participant’s commitment to the program and may discontinue paying for that participant’s living expenses. The goal of the TLP is self-sufficiency. Every dollar earned must be either used for essential goods and support of the individual or saved for future needs such as an apartment or house of their own.

## **MEDICAL NEEDS**

While a participant is in the TLP, Youth Bridge will assist them in obtaining Medicaid for themselves and any dependent children in their care. If the participant is ineligible for Medicaid, then Youth Bridge will assist them in obtaining alternative health care through area clinics and the Washington County Health Department. Youth Bridge will assist the participant in paying for necessary medical bills and will arrange a payment plan with the participant to pay back money used for these expenses. It is important to keep the case manager and/or the residential specialist informed of any medical issues and needs so they can be dealt with as quickly as possible.

When a participant enters the program they will be encouraged to obtain a complete physical examination to assess them for any untreated medical needs or conditions. The cost of this examination is included in the initial program expenses, but any additional cost of treatment will be negotiated with the medical provider, the program participant, and Youth Bridge, Inc.

## **EMPLOYMENT**

Participants are expected to obtain either full or part-time employment within three weeks of entering the program. Special circumstances will occasionally arise that may exempt a participant from this requirement. These circumstances can include having a child or being in school fulltime. The majority of the time every participant is required to have gainful employment. It is important for each participant to understand and exhibit a good work ethic. The case manager and/or residential specialist should have a copy of each participant's schedule and know the pay schedule for each working participant. Case managers will periodically check a work site to ensure the participant is following these standards.

## **EDUCATION**

Every participant is required to have a GED or high school diploma, or be within six months of obtaining it. Each participant is encouraged to enroll in an educational program such as college, NTI, trade school, etc. Youth Bridge, Inc. TLP will assist each participant in the enrollment process as well as applying for financial aid. The TLP program staff will also assist with transportation by assisting the participant in identifying bus routes and attainment of alternative transportation to and from school. While participants are enrolled in an educational program, they are required to regularly attend and maintain passing grades. Tutors will be provided as needed.

## **INDEPENDENT LIVING SKILLS**

Each participant is required to attend independent living skills training each week until they have fulfilled the required Casey Life Skills Training assessed during the Assessment Phase of TLP. Sessions will be offered two to three times each week to

ensure opportunities for each participant to attend. Some participants may be expected to work independently on these skills in addition to the groups. This will be determined by the case manager and residential specialist and will be included in the participant's Master Service Plan.

### **PASSES AND VISITS**

While in this program participants are permitted to have visitors and passes. Visitors must be pre-approved by the residential specialist and/or case manager and are not allowed between the hours of 10:00 PM and 9:00 AM. Visitors at the Julie House are not allowed in the bedrooms or upstairs at any time. Participants and their guests must remain in the common areas of the house during periods of visitation. Participants are responsible for the actions and behaviors of their guests and their guests can be asked to leave at any time by the caseworker and or the residential specialist if their behavior becomes disruptive or disrespectful to others in the house.

Passes are also allowed. A request must be turned and signed by the case manager/residential specialist preferably twenty-four hours prior to the time of the pass. This is to be done to ensure the safety and well-being of the participant, not to dictate where the participant can or cannot go.

There is a sign in/out sheet that must be filled out by participants and visitors. Any participant who is missing for twenty-four hours will be considered exited from the program and a "missing person report" will be filed with the local authorities. Emergency cases will be exempt as determined by staff.

### **TELEPHONE CALLS**

After the completion of the Assessment Phase each participant will be awarded a cell phone for personal and professional use. This phone is to be used to check in with the residential specialist/case manager and for educational and employment purposes. The cell phone will have no long distance service. It will be paid for by the program. Any damages or loss of the phone will be the participant's responsibility. Any misuse of the phone may result in immediate forfeiture of the phone.

### **KITCHEN AND LAUNDRY TIME**

The kitchen and laundry is shared by all of the participants and the residential specialist. It is important that each participant be considerate of others using these facilities. There will be a posted laundry schedule to ensure that all residents have an opportunity to do laundry. The use of the kitchen and laundry area is off limits between the hours of 12:00 Midnight and 7:00 AM.

### **SEARCHES**

Periodic random and mandatory searches will occur during a participant's stay throughout the duration of the participants program. The TLP staff may search the participant, their belongings, and their room at any time. It is the participant's responsibility to know what is in their possession and in their personal belongings at all times.

### **VALUABLES/POSSESSIONS/MONEY**

The Youth Bridge, Inc. TLP is not responsible for lost or stolen items. It is strongly suggested that valuables or large amounts of money not be left at any location within the Julie House.

### **MASTER SERVICE PLANS**

Participants must meet with the Case Manager and/or Residential Specialist regularly to review and actively work on the goals identified in their Master Service Plan. The MSP is developed within two weeks of entrance in the program and is completed prior to completion of the Assessment Phase of the program. The MSP is developed both for measuring the participant's progress in the program and to identify changes and additional needs for successful completion of the program. The MSP is single most important document while a participant is in the program. As such a copy is provided to each client at the time of Assessment and following any meeting to review or change the original plan. The Case Worker and/or Residential Specialist will make every effort to meet with the program participants on a monthly basis to review the MSP. All Master Service Plans are reviewed and receive the approval of the Program Director.

### **JULIE HOUSE RULES WHILE IN ASSESSMENT AND PHASE I**

- Participants cannot engage in sexual contact in the residence or on residential grounds. This includes kissing or any physical contact that could be considered sexual.
- Smoking is allowed only in designated areas.
- Eating is allowed in the kitchen dining area only.
- Participants must complete all daily and assigned meal chores.
- Participants must sign themselves in and out and state their destination every time they leave.
- Curfew is 11:00 PM during the week and Midnight on the weekends.
- Kitchen and laundry privileges in the Julie House end at 12:00 Midnight and resume at 7:00 AM daily.
- Participants in the Julie House must wear proper attire as determined by residential specialist.

- Participants are discouraged from borrowing or lending money or personal belongings.
- Participant must participate in all program activities.
- Participants must be consistently respectful of staff and peers.
- There is absolutely and positively no alcohol, drugs, weapons, or any other illegal paraphernalia brought into the Julie House or any other property leased by Youth Bridge, Inc. Possession of any of the above is grounds for immediate removal from the TLP.

### **TRANSPORTATION RULES DURING ASSESSMENT AND PHASE I**

- During the Assessment Phase transportation will be provided by the TLP staff to all needed appointments.
- Upon completion of the Assessment Phase and formal enrollment into Phase I of the TLP, transportation will only be provided to and from school and to required appointments between the hours of 7:00 AM and 5:00 PM.
- The residential specialist will make one trip per week to the grocery store. The date and time for this will be posted weekly.
- After entering Phase II, participants may use their award to purchase bicycles for transportation. Participants can also use cabs or buses for transportation. The Ozark Regional Transit System awards monthly passes to TLP participants free of charge. Many buses include a bike rack for transporting bicycles along with their riders from one spot on the line to another.
- Special requests for transportation must be turned in to the Residential Specialist and/or Case Manager for approval.

### **DICIPLINARY POLICY**

Failure to adhere to any of the rules, requirements, or expectations outlined in this handbook will result in a written violation warning notice. Any participant who receives three violations in any six-month period will require them to meet with either the Residential Specialist or Case Manager and the Program Director for formal review of their commitment to the TLP. The decision will then be made within twenty-four (24) hours following the administrative meeting providing a determination of further eligibility for the TLP along with possible restitution to either residents or staff. Those participants that elect to “opt-out” of the program, or are no longer found to be eligible, will be provided transportation and a referral to an area Shelter if they so desire.

If the decision is made that a participant can stay in the program, the participant will have a corrective action plan for restitution to fellow residents or program staff that the program participant will be expected to follow. Not following the corrective action plan will result in the participant’s suspension or dismissal from the TLP.

Some violations constitute grounds for immediate dismissal from the program. These violations are as follows:

- Acts of violence against program participants or any employee of Youth Bridge, Inc.
- Any form of Sexual Offense including Sexual Harassment as defined by law
- Conviction for any Criminal Offense
- Placing others at risk through negligence or refusal to adhere to the program policies and rules.

These rules and expectations are subject to change. Any changes made will be posted in the common area of the Julie House and reviewed by program staff within seventy-two hours of posting.

The rules and expectations for Phase II and Phase III vary from Phase I and are set forth in the packet of forms provided at the time of promotion to those Phases of the TLP.

I have read and understand what is required of me while a participant in the Youth Bridge, Inc. Junior Civic League Transitional Living Program. I agree to adhere to all of the rules, requirements, and expectations described in the Handbook.

Participant signature \_\_\_\_\_ Date \_\_\_\_\_

Staff signature \_\_\_\_\_ Date \_\_\_\_\_

## **GENERAL EXPECTATIONS AND RULES AGREEMENT FORM FOR PHASES II AND III**

To help things work well for both you and the staff, we ask that each participant follow the guidelines below.

1. Inform your case manager or director immediately of any emergencies, including medical problems, legal problems, damage to your apartment, school suspensions, trouble at work, and trouble in the neighborhood. If you are in any type of trouble, do not hesitate to call. Do not attempt to cover up any wrongdoing. We are here to help you.
2. Learn the program rules and policies and follow them. You should not need “warnings” at this stage.
3. Never turn your phone off. We will be making routine calls to make sure you are doing well.
4. Call us whenever you are
  - not going to school or work
  - not able to make it to group
  - not able to keep an appointment
  - going to be late for an appointment with TLP staff
  - not going to be at your apartment by curfew
5. Always think of your personal safety. Never put yourself in a position that could be dangerous. Learn and follow the program guidelines for personal safety.
6. Remember that you are a representative of our program. Whatever you do will be a reflection of the entire TLP. Our staff is proud of the program, and we want you to be proud as well.
7. We want to hear from you daily during the week. Your case manager will be available by phone daily from 9:00 am to 8:00 pm. Only call outside of those times if it is an emergency.
8. Please be aware that our staff have many responsibilities and their time is valuable and often prescheduled. If you arrange a meeting time with your case manager or program director, be sure that you are on time. If you are going to be late, call. Don't expect your case manager to always be available the moment you call her/him. She/he will be acting according to the importance of each task.
9. Always show respect for your landlord, other tenants, TLP staff, and TLP participants. Learn to become more aware of how your actions affect others.

The TLP is designed to give you an opportunity to learn how to live on your own and become a responsible adult member of the community. As a member of the program, you must agree to the following rules.

1. You must be involved in a productive activity like school or work for at least 40 hours a week.
2. You must spend each night in your apartment and may not have overnight visitors unless approved in advance by TLP staff. You are required to be in your apartment by 11:00 pm on weekdays and 12:30 am on weekends. Visitors must leave by curfew.
3. It is your responsibility to keep your apartment clean and in good condition. You are responsible for everything that happens in your apartment, including the behavior of your visitors. You may not have more than two visitors at a time in the apartment. Using or possessing drugs and alcohol is never allowed in the apartment. **Remember, the lease belongs to the program and not to you.** You will be responsible for paying for any damages.
4. You will receive an allowance of up to \$60 weekly to be used for food, transportation, and supplies only. \$15 of this amount will be saved weekly and will be available to you when you leave the program. If you are working and receiving a steady paycheck, this entire amount will be placed in your savings account until you leave the program. If you lose your allowance, you will not receive another check.
5. You are expected to call your case manager daily (during the week) to report on your well-being and daily progress. You are also required to meet with your case manager twice a week or as scheduled.
6. Your case manager will visit your apartment at least once a week to ensure everything is being properly taken care of.
7. You are also expected to actively work toward completing the life skills training program. You must attend one of the life skills groups weekly.

Refusal to cooperate with the program rules and/or staff can result in placement back at Julie House or termination from the program. Involvement in any type of illegal activity is grounds for immediate termination.

I have read and understand the above rules. I agree to follow them at all times.

Participant \_\_\_\_\_ Date \_\_\_\_\_

Staff \_\_\_\_\_ Date \_\_\_\_\_

## **PERSONAL SAFETY AGREEMENT**

I, \_\_\_\_\_, agree to follow the guidelines below to help ensure my personal safety and well-being, as well as the safety and well-being of the program.

1. Never allow a stranger into your apartment. Never let a stranger know where you live.
2. Make sure you know and trust someone well enough before you give them your phone number.
3. Hitchhiking is not allowed while in the program.
4. Report to you case manager and/or landlord whenever you have any problems with gas, electricity, or plumbing in your apartment.
5. Let your case manager and/or landlord know of any malfunctioning locks.
6. Make sure you have a smoke detector and good batteries in it. Check it on a weekly basis.
7. Make sure you have an operable fire extinguisher.
8. Before leaving your apartment, make sure
  - your stove is turned off
  - all water faucets are turned off
  - all appliances are turned off (irons, radios, TVs, etc.)
  - all windows and doors are locked.
9. Make sure you know and trust someone well enough before you get into a car with her/him Never get into a car with someone who is under the influence of drugs or alcohol
10. Follow your curfew. Use good judgment when you are out late at night. Make sure you have a ride home from any late night activity. If possible, do not walk alone on the street after 10 pm.
11. Weapons are a potential danger to you and are not allowed in the program. No guns, knives, brass knuckles, etc., will be tolerated.
12. Post on your telephone the numbers of any emergency service.
13. If you do not know how to operate your stove, oven, or other appliances, be sure that you ask for help in learning how to do so.

I have read and understand the above safety guidelines.

Participant \_\_\_\_\_ Date \_\_\_\_\_

Case Manger \_\_\_\_\_ Date \_\_\_\_\_

## **WEEKLY INDEPENDENT LIVING AWARENESS CHECKLIST**

This is to be completed and turned in to your Case Manager every Sunday evening.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Educational Goal: \_\_\_\_\_

Case Manager: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_

Monthly rent \$ \_\_\_\_\_ Due date for rent \_\_\_\_\_

Monthly utility bill \$ \_\_\_\_\_ Due date \_\_\_\_\_

Monthly phone bill \$ \_\_\_\_\_ Due date \_\_\_\_\_

How much money did you earn this week? \$ \_\_\_\_\_

How much money did you receive from someone else this week? \$ \_\_\_\_\_

How much money did you earn from the TLP? \$ \_\_\_\_\_

How much money did you put into savings this week? \$ \_\_\_\_\_

How much money is in your savings? \$ \_\_\_\_\_

How much did you receive in food stamps? \$ \_\_\_\_\_

How much did you take out of your savings this week? \$ \_\_\_\_\_

What did you buy this week? \$ \_\_\_\_\_

How many days did you attend school/class this week? \_\_\_\_\_

What areas of school/class do you need help in? \_\_\_\_\_

Are you employed? \_\_\_\_\_

If so, where? \_\_\_\_\_

If not, have you filled out any job applications? \_\_\_\_\_

Who paid your rent this month? \_\_\_\_\_

Who paid your utility bill? \_\_\_\_\_

Who paid your phone bill? \_\_\_\_\_

During the past week, did you do any of the following?

\_\_\_ shop for groceries

\_\_\_ take care of transportation

\_\_\_ do dishes

\_\_\_ do your laundry

\_\_\_ change light bulbs

\_\_\_ clean kitchen floor

\_\_\_ cook your own meals

\_\_\_ wake yourself up in the morning

\_\_\_ clean your bathroom

\_\_\_ take out garbage

\_\_\_ sweep all floors

\_\_\_ dust furniture

\_\_\_ straighten up apartment

\_\_\_ complete homework

How many life skills chapters have you completed? \_\_\_\_\_

Which one did you complete last week? \_\_\_\_\_

Did you make any appointments this week? \_\_\_\_\_

If yes, which ones? \_\_\_\_\_

Did you miss any appointments this week? \_\_\_\_\_

If yes, which ones? \_\_\_\_\_

What was your biggest accomplishment this week? \_\_\_\_\_

What was your biggest problem this week? \_\_\_\_\_

What community resources did you use this week? \_\_\_\_\_

Did you have any family contact this week? \_\_\_\_\_

Do you have any outstanding debts or unpaid bills? \_\_\_\_\_

Do you have any outstanding legal issues? \_\_\_\_\_

What do you need from the TLP? \_\_\_\_\_

## WEEKLY REQUEST FOR TRANSPORTATION

Monday:

Where \_\_\_\_\_  
When \_\_\_\_\_  
Approved \_\_\_\_\_ Initials \_\_\_\_\_

Tuesday:

Where \_\_\_\_\_  
When \_\_\_\_\_  
Approved \_\_\_\_\_ Initials \_\_\_\_\_

Wednesday:

Where \_\_\_\_\_  
When \_\_\_\_\_  
Approved \_\_\_\_\_ Initials \_\_\_\_\_

Thursday:

Where \_\_\_\_\_  
When \_\_\_\_\_  
Approved \_\_\_\_\_ Initials \_\_\_\_\_

Friday:

Where \_\_\_\_\_  
When \_\_\_\_\_  
Approved \_\_\_\_\_ Initials \_\_\_\_\_

Saturday:

Where \_\_\_\_\_  
When \_\_\_\_\_  
Approved \_\_\_\_\_ Initials \_\_\_\_\_

**Sunday:**

Where \_\_\_\_\_  
When \_\_\_\_\_  
Approved \_\_\_\_\_ Initials \_\_\_\_\_

## **WEEKLY SCHEDULE OF TRANSPORTATION**

**Monday:**

Drop off \_\_\_\_\_  
Pick up \_\_\_\_\_

**Tuesday:**

Drop off \_\_\_\_\_  
Pick up \_\_\_\_\_

**Wednesday:**

Drop off \_\_\_\_\_  
Pick up \_\_\_\_\_

**Thursday:**

Drop off \_\_\_\_\_  
Pick up \_\_\_\_\_

**Friday:**

Drop off \_\_\_\_\_  
Pick up \_\_\_\_\_

**Saturday:**

Drop off \_\_\_\_\_  
Pick up \_\_\_\_\_

**Sunday:**

Drop off \_\_\_\_\_  
Pick up \_\_\_\_\_

**WAL-MART DAY AND TIME:**

\_\_\_\_\_

## **WEEKLY PARTICIPANT MONITORING CHECKLIST**

Participant's Name \_\_\_\_\_ Date \_\_\_\_\_

Months in apartment \_\_\_\_\_

Apartment condition \_\_\_\_\_

Areas needing attention \_\_\_\_\_

Furniture needed \_\_\_\_\_

Repairs needed \_\_\_\_\_

Smoke detector OK \_\_\_\_\_ Stove OK \_\_\_\_\_

Health \_\_\_\_\_

School attendance \_\_\_\_\_

School progress \_\_\_\_\_

Work situation \_\_\_\_\_

Savings \$ \_\_\_\_\_

Life Skills completed to date \_\_\_\_\_

Major problems \_\_\_\_\_

Incidents \_\_\_\_\_

Comments \_\_\_\_\_

Things to be done \_\_\_\_\_

Case Manger \_\_\_\_\_ Date \_\_\_\_\_

Participant \_\_\_\_\_ Date \_\_\_\_\_

## **REQUEST FOR OVERNIGHT PASS**

When: \_\_\_\_\_

Where: \_\_\_\_\_

With Whom: \_\_\_\_\_

Participant's Name \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Staff \_\_\_\_\_ Date \_\_\_\_\_

## REQUEST FOR OVERNIGHT VISITOR

When: \_\_\_\_\_

Who: \_\_\_\_\_

Participant \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Staff \_\_\_\_\_ Date \_\_\_\_\_

WARNING NOTICE

Name of Participant \_\_\_\_\_

Place of Residence \_\_\_\_\_

VIOLATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACTION: Verbal Warning: \_\_\_\_\_

Written Warning: \_\_\_\_\_

Suspension: \_\_\_\_\_

Discharge: \_\_\_\_\_

Consequence \_\_\_\_\_

Participant Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Participant's signature \_\_\_\_\_ Date: \_\_\_\_\_

TLP staff signature \_\_\_\_\_ Date: \_\_\_\_\_

TLP Director's signature \_\_\_\_\_ Date: \_\_\_\_\_