

APPENDIX Y

Independent Life Skills Checklist

Category A: Money Management and Consumer Awareness

Basic - Must know 3 of 5 to advance to the next level of accomplishment:

- Knows values 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, housing.
- Understands the difference between “sale price” and “regular price”.
- Can identify one way to save money on purchases.

Intermediate - Must know 4 of 6 to advance to the next level of accomplishment:

- Can open a checking or savings account.
- Can write checks/make withdrawals and make deposits.
- Can record banking transactions (either checking or savings).
- Can budget allowance to last for a week. (Shows some understanding of the concept of saving).
- Understands the difference between gross wage and take home pay.
- Can use a calculator to add, subtract, divide and multiply.

Advanced - Must know 4 of 6 to advance to the next level of accomplishment:

- With assistance can make out monthly budget covering regular expenses for independent living.
- Shows some “sales resistance” to “something for nothing” advertising and “low weekly payment” credit plans.
- Can read monthly bank statements, compare balances, make adjustments as necessary (deduct service charges, check fees, adjust for differences in the balance).

Advanced - Must know 4 of 6 to advance to the next level of accomplishment:

- Can comparison shop using unit pricing information.
- Understands the responsibility of filing tax forms.
- Knows the information that is required for filing taxes and knows where to go to get assistance in filing taxes.
- Knows how to clip and use coupons.

Exceptional - Must know at least 3 to be rated as exceptional:

- Budgets for unanticipated emergencies, seasonal bills, etc.
- Understands buying on credit, loans, interest, and late payment penalties.
- Understands payroll deductions, taxes, FICA, insurance.
- Can complete a short tax form.
- Can balance a checkbook.
- Has regular savings program.

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Category B: Food Management

Basic - Must know at least 3 of 4:

- Washes hands before eating and preparing food.
- Can order in a cafeteria or fast food restaurant.
- Can describe food pyramid and foods that contribute to a healthy lifestyle.
- Knows name and use of cooking utensils.

Intermediate - Must be able to do 5 of 8:

- Can order a meal from the menu in a 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 use cooking utensils effectively and safely (knives, grater, can opener, potato peeler, egg beater, etc.)
- Can use kitchen appliances effectively and safely
- Can use acceptable table manners

Advanced - Must know 5 out of 7:

- Stores perishable items under refrigeration.
- Recognizes signs of spoilage in food.
- Can follow the instructions for preparing canned or frozen foods.
- Can plan weekly menu of nutritious meals.
- Can shop for a week's menu and stay within a food budget.
- Can set the table properly.
- Can carry out a grocery-shopping trip (selecting items on the shopping list and paying the cashier).

Exceptional - Must know at least 3:

- Prepares recipes from a cookbook.
- Can adjust recipes to feed more or less people than called for in the recipes.
- Understands how to use dates on food packages to prevent spoilage. (see next page)
- Prepares and eats a balanced diet.
- Understands and can use unit pricing to comparison shop.

Category C: Personal Appearance and Hygiene

Basic - Must be able to do 4 of 4:

- Can dress self (including underwear, socks, and tied shoes) in a reasonably acceptable fashion.
- Can bathe self.
- Knows how to use soap, shampoo, deodorant, shaving cream, other common personal products appropriate to sex.
- Brushes teeth regularly.

Intermediate - Must be able to do 3 of 3:

- Showers or bathes regularly.
- Keeps hair clean and neat.
- Dresses in reasonably clean clothing.

Advanced - Must be able to do 4 of 6:

- Can read clothing labels and determine which clothes are to be dry cleaned, hand washed, and machine-washed.

Advanced - Must be able to do 4 of 6:

- Can sort and machine-wash clothes at a Laundromat using appropriate temperatures, amounts of soap, bleach, etc.
- Can dry clothes in a dryer using appropriate settings.
- Knows the cost of and can budget money for special hair and nail care (i.e., permanents, braiding, manicures, etc.).
- Can iron clothes.
- Can sew on buttons and make minor clothing repairs.

Exceptional - Must know at least 2:

- Can hand wash items following the instructions on the label.
- Knows appropriate clothing to wear for almost all occasions.
- Knows approximate cost of dry cleaning and can arrange for dry cleaning.

Category D: Health**Basic - Must know 5 of 6:**

- Can open childproof container.
- Knows not to take someone else's medication.
- Knows that drugs, alcohol, and tobacco may be harmful to your health.
- Knows parts of the body and sexual functioning.
- Knows how pregnancy occurs.
- Knows how and where to get emergency health care.

Intermediate - Must know 3 of 4:

- Can recognize and describe symptoms of colds, flu, and other common health problems.
- 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.

Advanced - Must know 9 of 13:

- Can take own temperature using an oral thermometer.
- Can nurse self through cold or flu.

Advanced - Must know 9 of 13:

- Recognizes/makes correct use of "over the counter" drugs for pain, stomach upset, diarrhea, fever, cold/allergy.
- Can call a doctor or dentist and schedule an appointment.
- Can read a prescription label correctly and follow the instructions.

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- Can take medication without supervision.
- Knows how to dispose of drugs in a safe manner.
- Knows how to use what is included in a First Aid Kit.
- Knows how to obtain 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.
- Has selected a doctor, dentist or clinic for regular health care.
- Understands the importance of medical insurance.

Exceptional - Must know at least 2:

- Is conscious of diet, exercise, good eating habits, and other preventative health measures.
- Can determine when to go to an emergency room and when to make an appointment with the family doctor or clinic.
- Has obtained medical insurance.

Category E: Housekeeping

Basic - Must know 3 of 4:

- Can wash dishes adequately using soap and hot water.
- Can change a light bulb.
- Can make a bed.
- Knows how to dispose of garbage.

Intermediate - Must know 3 of 5:

- Can use vacuum cleaner properly and change bags.
- Can change bed linen.
- Knows how to prevent sinks and toilets from clogging.

Intermediate - Must know 3 of 5:

- Knows how to sweep floor and stairs, wash wood and linoleum floors, wash windows, dust, polish furniture, clean toilet, clean bathtub and sink.
- Knows appropriate cleaning products to use for different cleaning jobs.

Advanced - Must know 5 of 7:

- Knows how to stop a toilet from running.
- Knows how to use a plunger to unstop a toilet or sink.
- Can defrost the refrigerator, if necessary.
- Can clean a stove.
- Knows how to conserve energy and water.
- Perform routine house-cleaning to maintain the home in a reasonably clean state.
- Uses drawers and closets appropriately for storage.

Exceptional - Must know at least 3:

- Knows what repairs a landlord should perform.
- Can do minor household repairs.

- Is able to contact the landlord and request repairs.
- Can change a fuse or reset a circuit breaker.
- Can measure a window for shades or curtains.
- Knows how to get rid of and avoid roaches, ants, mice, etc.

Category F: Housing

Basic - Must know 2 of 2:

- Understands the concept of renting.
- Knows how to access emergency shelter.

Intermediate - Must know 3 of 4:

- Can read want ads for vacancies.
- Understands basic terms (lease, sub-let, utilities, studio, efficiency, security deposit, reference, etc.).
- Can calculate the costs associated with different types of housing.
- Can describe pros and cons of choosing a roommate.

Advanced - Must know 6 of 9:

- Can identify type of housing that is within budget and meets current housing needs.
- Can calculate "start up" costs (Utility deposits, connection fees, security deposit, first month's rent, purchase of furniture and all other household items).
- Can complete a rental application.
- Can ask the landlord about the available apartment to determine if it meets their needs.
- Knows to inspect the apartment to make sure appliances work and that the landlord has supplied accurate information about the apartment and the neighborhood.
- Shows some concern for the rights of other residents with regard to property and noise.
- Understands the consequences if the rights of other residents are not respected.
- Understands the implication of the security deposit. Knows the role of a landlord.

Exceptional - Must know at least 2:

- 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.
- Can access emergency assistance for utilities.

Category G: Transportation

Basic - Must know 3 of 6:

- Can ride a bicycle safely.
- Understands and uses seat belts.
- Familiar with any form of public transportation available.
- Knows the nearest public bus stop to your home.
- Knows amount of money required for bus fare.
- Knows the nearest town with bus services.

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Intermediate - Must know 3 of 6:

- Aware of consequences of driving without a license and insurance.
- Has successfully completed a Driver's Ed class.

Intermediate - Must know 3 of 6:

- Knows how to call a taxi and provide information needed.
- Knows the approximate cost of taking a taxi.
- If given instructions, can make public transportation journey involving several transfers.
- Knows requirements for foster parent reimbursement for providing transportation.
- Can give directions.

Advanced - Must know 4 of 5:

- Can arrange routine transportation to work or school.
- Knows what is required to get a driver's license.
- Has driver's permit.
- Can fix a bicycle.
- Can read a map.

Exceptional - Must know 2 of 3:

- Knows how to do basic car maintenance.
- Can estimate cost of owning and operating a car for a month/year including tabs and insurance.
- Has a driver's license.

Category H: Educational Planning

Basic - Must know 2 of 2:

- Has a realistic view of his/her chances for completing high school.
- If high school graduation is not realistic, understands what a GED is and how to obtain one.

Intermediate - Must know 3 of 4:

- Can fill out forms to enroll in an educational program.
- Has a general idea of what education is needed for the job he/she wants.
- Can discuss educational/vocational plans with teachers/counselor.
- Is aware of educational resources available in the community.

Advanced - Must know 4 of 6:

- Knows how to obtain school transcripts.
- Is aware of current educational credits and standing.
- Has an appropriate educational plan for the job selected.
- Understands educational/skill requirements for job selected.
- Is aware of the cost of higher education/vocational training.
- Knows the difference between a loan and a grant.

Exceptional - Must know at least 3:

- "Shops around" to find the best educational resources.
- Knows where to find and how to access adult education or vocational training in the community.
- Knows how to obtain financial aid/scholarships for additional education.
- Understands future prospects and probable living standards relative to levels of education and specialized skills.
- Is able to identify the connection between course work and vocational goals.

Category I: Job Seeking Skills**Basic - Must know 2 of 2:**

- Has reasonable idea of the types of jobs available to him/her.
- Knows what the minimum wage is.

Intermediate - Must know 4 of 5:

- Can fill out a standard job application form.
- Can read the want ads and find appropriate leads.
- Can complete a mock interview giving appropriate answers to potential questions.
- Can make appointment for a job interview.
- Knows appropriate clothing to wear for the interview.

Advanced - Must know 6 of 8:

- Can write a resume.
- Has a completed job application/fact sheet to take on a job interview.
- Knows to prepare for a job interview.

Advanced - Must know 6 of 8:

- Can complete a job interview.
- Knows the function of and can contact the public employment agency.
- Knows the function of and understands that private employment agencies charge fees.
- Can identify ads placed by private employment agencies.
- Can contact temporary employment services

Exceptional - Must know at least 2:

- Has a resume.
- Can follow up an interview with a letter.
- Is able to maturely weigh the advantages of one job over another.
- Understands legal discrimination and where to seek help if discriminated against illegally.

Category J: Job Maintenance Skills**Basic - Must know 3 of 4:**

- Dresses for work appropriately.
- Reports to work on time.
- Knows job responsibilities and how to complete job tasks.
- Knows to contact employer when not able to go to work.

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Intermediate - Must know 3 of 4:

- Know how to read a pay stub.
- Knows appropriate way to talk to supervisor.
- Knows what behaviors will get a person fired immediately.
- Knows how to ask for help with a problem on the job.

Advanced - Must know 4 of 5:

- Knows if eligible for sick time, vacation time, or personal time.
- Knows what a grievance procedure is.
- Know what to do to get a raise.
- Knows where and when not to talk with co-workers.
- Has a plan for handling anger when angry at supervisor, co-workers, or customers.

Exceptional - Must know at least 3:

- Can implement anger management plan in majority of cases.
- Knows how to use company grievance procedure to resolve disagreements.
- Knows companies "unwritten policies" 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.

Category K: Emergency and Safety Skills

Basic - Must know 4 of 5:

- Knows functions of police, ambulance and fire department.
- Can reach each by calling the appropriate number. Is trained to evacuate the residence in case of fire.
- Knows proper way of disposing of smoking materials, if smokes.
- Knows how to lock and unlock doors and windows.
- Knows how to check smoke alarm and how to replace battery.

Intermediate - Must know 3 of 5:

- Understands basic fire prevention (No smoking in bed, using gas stove to heat, excessive use of extension cords, frayed electrical cords, etc.).
- Knows how to use a fire extinguisher.
- Knows that improperly used appliances can cause fires.
- Can recognize the smell of a gas leak.
- Knows what to do, and whom to call if she/he smells a gas leak.

Advanced - Must know 2 of 3:

- Knows the different methods for putting out different kinds of fires.
- Knows how to properly store cleaning materials.
- Can usually determine when professional medical help is needed.

Exceptional - Must know 2 of 2:

***Youth may have their cards, but completion of the other areas is important. The rating should be based on the lowest area where they have completed the skills.**

- Has completed First Aid training.
- Has completed CPR training.

Category L: Knowledge of Community Resources

Basic - Must know 4 of 5:

- Knows how to get emergency information by telephone.
- Knows whom to contact if injured or sick.
- Knows where nearest supermarket or shopping district is located.
- Knows how to access emergency food and shelter.
- Knows how to access crisis line.

Intermediate - Must know 3 of 5:

- Knows where nearest Laundromat is located.
- Knows where personal bank is located.
- Can use the yellow pages to obtain information.
- Knows location of nearest CSO.
- Knows location of nearest post office and how to use it.

Advanced - Must know 3 of 5:

- Knows whom to contact if utilities disconnected, or heat goes out.
- Knows where and how to register for selective service.
- Knows where the nearest state employment office is located.
- Can obtain a copy of birth certificate and a duplicate social security card.
- Has awareness of "specialized" resources: mental health counseling, consumer counseling, VD clinics, student aid offices, tenant groups, animal control, public recreation, etc.

Exceptional - Must know at least 2:

- Knows who elected representatives are and how to contact them.
- Has obtained a library card.
- Knows what the Better Business Bureau does and how to contact it.

Category M: Interpersonal Skills

Basic - Must know 5 of 5:

- Can respond to introductions and answer simple questions.
- Can identify one friend.

Basic - Must know 5 of 5:

- Look others in the eye and shakes hands if other person offers.
- Can make "small talk" (face to face).
- Communicates with at least one person weekly.

Intermediate - Must know 4 of 6:

- Can make introductions, including approaching others to introduce self.
- Is aware of boundary issues.
- Is not harmful to others.
- Can ask for help.
- Can explain feelings.
- Can identify relationships that may be hurtful or dangerous.

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Advanced - Must know 8 of 13:

- Can identify personal strengths and needs (with assistance if necessary).
- Accepts invitations from others to be involved in social activities.
- Make arrangements with peers for social activities.
- Knows where to get help if unable to resolve interpersonal conflicts alone.
- Has some ability to resolve conflicts with others.
- Refrains from physical violence as a means of solving interpersonal conflict.
- Has practiced how to say “no” to a peer who is trying to persuade him/her to do something wrong.
- Can develop a realistic plan with appropriate steps identified to achieve goals.
- Can carry out plans with some assistance provided.
- Can describe the “best possible” outcome if the goal is achieved and the “worst possible” outcome if the goal is not achieved.
- Can describe the relationship between actions and consequences.
- Has “good” table manners (can use knife, fork, spoons, napkin appropriately). Avoids hurtful or dangerous relationships.

Exceptional - Must know at least 3:

- Labels and expresses anger or other strong feelings appropriately, “talks out” problems.

Exceptional - Must know at least 3:

- Has demonstrated the ability to say “no” to peers.
- Can develop and carry out a personal plan for goal achievement without supervision.
- Can anticipate, with limited input from others, what consequences might be associated with different choices.
- Knows when and how to send written thank-you notes.
- Can close a relationship or say “good bye” in a healthy manner.

Category N: Legal Issues

Basic - Must know 2 of 2:

- Has the phone number of someone to call if arrested or victimized.
- Understands generally what actions are against the law and what the consequences are.

Intermediate - Must know 4 of 7:

- Knows personal rights if arrested.
- Knows what the function of a lawyer is.
- Knows legal age for buying alcohol and tobacco products.
- Understands the meaning of “legal age” in legal terms (what you can do, what you cannot do).
- Knows how to read a contract.
- Has understanding of dependency process.
- Knows how and where to register to vote.

Advanced - Must know 3 of 4:

- Knows the responsibility to register for selective service, if male.
- Aware of availability of free legal services.
- Understands the consequences of signing a contract or a lease.
- Knows the legal penalty for all of the following:
 - Buying, possessing, selling, and smoking marijuana and other drugs
 - Buying and drinking beer and alcohol underage
 - Trespassing
 - Shoplifting
 - Burglary
 - Possession of stolen property
 - Traffic violations

Exceptional - Must know at least 2:

- Show good citizenship and an understanding of the rights and responsibilities of a citizen.
- Is registered to vote.
- Knows where to go to vote.
- Knows the difference between "felony", "misdemeanor", and "violation".

Category O: Pregnancy, Parenting and Child Care**Basic/Pregnancy - Must know 6 of 6: (All youth complete this part)**

- Knows resources for birth control.
- Knows location of family planning office.
- Knows options for birth control.
- Knows options for pregnancy.
- Knows dangers of drugs, alcohol, and tobacco during pregnancy.
- Knows what adequate pre-natal care is.

**Intermediate/Parenting and Child Care - Must know 10 of 10:
(Pregnant or parenting teens)**

- Knows where to obtain pre-natal care.
- Knows not to leave child without supervision.
- Can provide appropriate supervision for child.
- Is comfortable being alone with child.
- Knows how to bathe child and change diapers.
- Knows how to access community resources (WIC, PHN).

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**Intermediate/Parenting and Child Care - Must know 10 of 10:
(Pregnant or parenting teens)**

- Knows how to engage child in appropriate play (reading, singing, drawing, building things, etc.).
- Knows the available options for regular childcare.
- Selects appropriate people to periodically baby-sit with child.
- Knows where to go for help if child is sick.

Advanced - Must know 5 of 6: (Pregnant or parenting)

- Can select toys appropriate for child's age and developmental level.
- Can discipline without using extreme measures (hitting, screaming, withholding necessary food or care).
- Can make arrangements for regular childcare.
- Takes child to childcare on time.
- Picks child up from childcare on time.
- Spends "quality" time with child each day (talking, playing together, listening to the child, etc.).
- Knows where to go for help with parenting.

Exceptional

- Knows what behaviors are appropriate for the child's age and developmental level.
- Knows the costs and benefits of each child care arrangement available.

Source: Author created using Venngage.com

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