

Instructions for Completing Georgia ILP Youth RBWO Monthly Services Report Form

This **Adode PDF fillable** form is used to document monthly services provided to youth in any RBWO placement who are at least 14 years of age. This form must be submitted to the appropriate regional Independent Living Coordinator (contact information is listed in the FY 2012 RBWO Minimum Standards appendix) **and** the DFCS Case Manager. It is due by the 10th day of month following the report period.

Section One

Complete this section which contains general demographic information on the youth, agency and DFCS case manager.

Section Two

Complete the "Support /Training Provided" section by utilizing the NYTD Services Guide definition provided. Select yes, if you have provided support and/or training in any of the **ten (10)** services areas. If "yes" is selected, you must describe in the "comments" what services, supports or trainings including dates were provided. Due to limited space in the comments section, please continue comments on the last page of the report labeled as "Other Comments or Continuation of Comments".

Section Three

Youth may participate in the Individual Development Account (IDA) which is a savings program.

If the child has an IDA select yes. If the child has an account please identify the amount that has been deposited for the month.

For more information on the IDA please visit http://www.georgiailp.org/indiv_dev_account_65.html

Submission

Form must be submitted by the 10th day of month following the report period. Send the completed form by email or fax to the appropriate Independent Living Coordinator and the DFCS Case Manager.

NYTD Services Guide

Academic supports are services designed to help a youth complete high school or obtain a General Equivalency Degree (GED). Such services include the following: Academic counseling; preparation for a GED, including assistance in applying for or studying for a GED exam; tutoring; help with homework; study skills training; literacy training; and help accessing educational resources. Academic support does not include a youth's general attendance in high school

Post-secondary educational support are services designed to help a youth enter or complete a post-secondary education and include the following: Classes for test preparation, such as the Scholastic Aptitude Test (SAT); counseling about college; information about financial aid and scholarships; help completing college or loan applications; or tutoring while in college

Career preparation services focus on developing a youth's ability to find, apply for, and retain appropriate employment. Career preparation includes the following types of instruction and support services: Vocational and career assessment, including career exploration and planning, guidance in setting and assessing vocational and career interests and skills, and help in matching interests and abilities with vocational goals; job seeking and job placement support, including identifying potential employers, writing resumes, completing job applications, developing interview skills, job shadowing, receiving job referrals, using career resource libraries, understanding employee benefits coverage, and securing work permits; retention support, including job coaching; learning how to work with employers and other employees; understanding workplace

Employment programs and vocational training are designed to build a youth's skills for a specific trade, vocation, or career through classes or on-site training. Employment programs include a youth's participation in an apprenticeship, internship, or summer employment program and do not include summer or after-school jobs secured by the youth alone. Vocational training includes a youth's participation in vocational or trade programs and the receipt of training in occupational classes for such skills as cosmetology, auto mechanics, building trades, nursing, computer science, and other current or emerging employment values such as timeliness and appearance; and understanding authority and customer relationships

Budget and financial management assistance includes the following types of training and practice: Living within a budget; opening and using a checking and savings account; balancing a checkbook; developing consumer awareness and smart shopping skills; accessing information about credit, loans and taxes; and filling out tax forms.

Housing education includes assistance or training in locating and maintaining housing, including filling out a rental application and acquiring a lease, handling security deposits and utilities, understanding practices for keeping a healthy and safe home, understanding tenant's rights and responsibilities, and handling landlord complaints. **Home management** includes instruction in food preparation, laundry, housekeeping, living cooperatively, meal planning, grocery shopping and basic maintenance and repairs

Health education and risk prevention includes providing information about: Hygiene, nutrition, fitness and exercise, and first aid; medical and dental care benefits, health care resources and insurance, prenatal care and maintaining personal medical records; sex education, abstinence education, and HIV prevention, including education and information about sexual development and sexuality, pregnancy prevention and family planning, and sexually transmitted diseases and AIDS; substance abuse prevention and intervention, including education and information about the effects and consequences of substance use (alcohol, drugs, tobacco) and substance avoidance and intervention. Health education and risk prevention does not include the youth's actual receipt of direct medical care or substance abuse treatment

Family support and healthy marriage education. Such services include education and information about safe and stable families, healthy marriages, spousal communication, parenting, responsible fatherhood, childcare skills, teen parenting, and domestic and family violence prevention.

Mentoring means that the youth has been matched with a screened and trained adult for a one-on-one relationship that involves the two meeting on a regular basis. Mentoring can be short term, but it may also support the development of a long-term relationship. While youth often are connected to adult role models through school, work, or family, this service category only includes a mentor relationship that has been facilitated, paid for or provided by the State agency or its staff.