**Milestone guideline incentive packet**

**All you youth ages 14-23 to be accessed by the Child and Family Team, and the Transition To Adult Living Coordinator (TAL) starting July 1st**.

For milestone incentives, youth will submit documentation to show completion to their TAL coordinator or caseworker. Documentation can include written documents, letters, or emails from the youth’s caseworker, caregiver, and other professionals (teachers, therapist, tracker, boss, etc.). Amounts for the incentives are meant to be consistent, but based on regional budgets, incentives may be changed by the TAL coordinator. A youth may submit up to four skill-based milestones incentives per month. The caseworker and TAL Coordinator may consider and approve additional milestones based on the regional budget.

**Examples of milestones and services available:**

**Academic support**: Youth meet with their academic advisor to determine if an IEP, a 504, or other academic accommodations are needed. Other accommodations include credit recovery or if any barriers exist in obtaining a high school diploma or GED.

**Post-secondary/vocational support:** Youth should explore career interests by attending career fairs and participate in job shadowing or internships. Youth can access Workforce Innovation and Opportunity Act (WIOA) and Education Training Vouchers (ETV) funds and explore scholarships, concurrent enrollment, and visit college campuses. Youth are also encouraged to visit Applied Technical College (ATC) and Job Corps. The Utah Department of Workforce Services can help with resume building, interviewing skills, job training, budgeting, etc.

**Budget and financial support:** Youth should explore obtaining checking and savings accounts, participating in budgeting their money, learning about taxes, and making smart decisions with money. Learn the dangers of acquiring debt with credit cards and reviewing yearly credit reports.

**Housing support:** Gaining more knowledge of possible rental facilities, what a lease looks like, how to handle security deposits, housing assistance, and setting up utilities. Maintain a clean and organized environment, continue building their skills regarding food storage and preparation, laundry, housekeeping, etc.

**Health and relationship support:** Youth gain health skills regarding nutrition, fitness, first aid, sex education, prevention of substance/alcohol abuse, and adolescent brain development. Youth can have access to their Medicaid card, immunization records, and medical history and learn how to make their own appointments. Understand healthy and appropriate relationships when dating and creating safe boundaries.

Academic milestones and incentives:

\_\_\_\_\_\_\_ Youth meets with the YIC (youth in custody) mentor or school counselor per term and follows recommendations of their support. Submit documentation supporting this which could include an email or letter from YIC counselor. Submit this documentation to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth maintainsa 3.0 or above GPA per term. Submit a copy of grades to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth increases full letter grade at the end of the term. Submit a copy of grades to the TAL coordinator. (Example: goes from a letter B grade to a letter A by next quarter to receive incentive.) **($25)**

\_\_\_\_\_\_\_ Youth follows recommendations in their IEP, 504, or education plan. Submit documentation supporting this which could include an email or letter from YIC, counselor, or teacher to their TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth completes continuing education credit, concurrent enrollment, or advanced placement courses toward college credit. Submit a copy of grades or transcript to their TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth meets with WIOA or a higher education counselor to complete their TABE test and complete their WIOA employment plan which includes academic planning. Submit a copy of the completed plan and an email or letter from the WIOA worker to their TALl coordinator. **($150)**

\_\_\_\_\_\_\_ Youth explores 3 different post-secondary education skill-based programs, ATCs, Job Corps, trade-based programs, or vocational-based programs and completes a comparison of the 3 (pros and cons of each). Submit a 1-page paper on what was learned to their TAL coordinator. **($75)**

\_\_\_\_\_\_\_ Youth complete their FAFSA, ETV forms, Olene Walker, Karsten(UofU) Scholarship, or the Transforming My Future scholarship (WSU). Submit documentation supporting this, which could include an email or letter from a caseworker or caregiver to their TAL coordinator. **($100)**

Employment milestones and incentives:

\_\_\_\_\_\_\_ Youth explores career interests and submits a 1-page paper or presents to their CFTM about the youth’s experiences outlining the pros/cons, salary, benefits, and retirement. The caseworker will send an email about this to the TAL coordinator when it is completed. **($25)**

\_\_\_\_\_\_\_ Youth completes 2 job shadow opportunities of career interest and submits a 1-page paper per shadowing experience of what was learned oesr the youth can present to their CFTM about their experience then the caseworker will send an email to the TAL coordinator once this is done. **($25)**

\_\_\_\_\_\_\_ Youth will complete an internship and meet with the TAL coordinator or caseworker to discuss the internship. Submit an email or letter from the internship supervisor. Send documentation to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth secures a job following an internship opportunity. Submit a letter from the employer and a copy of their pay stub. Send documentation to the TAL coordinator. **($100)**

\_\_\_\_\_\_\_ Youth will submit a professional-style resume to the caseworker or TAL coordinator. Youth may receive feedback if needed to do revisions before receiving your incentive. **($50)**

\_\_\_\_\_\_\_ Youth will attend 1 interviewing course at the Department of Workforce Services. Submit an email or letter from the WIOA worker Send documentation to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth interviews for employment and secures a job. Submit a letter from the employer or a copy of their pay stub. Send documentation to the TAL Coordinator. **($25)**

\_\_\_\_\_\_\_ Youth interviews for advancement or promotion in employment. Submit a letter from the employer or a copy of their pay stub. Send documentation to the TAL coordinator. **($50)** \*If they receive advancement after the interview then they receive a $75 incentive (in total).

\_\_\_\_\_\_\_ Youth maintains employment with 1 employer for 3 months. Submit a letter from the employer or a copy of their pay stubs for 3 months. Send documentation to the TAL coordinator. **($75)**

\_\_\_\_\_\_\_ Youth maintains employment with 1 employer for 6 months. Submit a letter from the employer or a copy of their pay stubs for 6 months. Send documentation to the TAL coordinator. **($150)**

Money management and budgeting milestones and incentives:

\_\_\_\_\_\_\_ Youth will submit an utilized 3-month budget of their personal needs money they receive from foster care (milestones or incentives) or employment. Submit an email or letter from a caseworker or caregiver and submit receipts or appropriate documentation to prove the utilization of the budget. Send documentation to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ If the youth is employed, the youth will develop and manage a budget for 3 months, put at least 20% of their income into savings each month, and have a growing savings balance. Submit proper documentation to the TAL coordinator showing the growing savings balance. **($100)**

\_\_\_\_\_\_\_ Youth will attend a money management course offered within their community or a certified online program. Must attach the course description and documentation to get credit. \*Cannot be in financial literacy class. Send documentation to the TAL coordinator. **($50)**

\_\_\_\_\_\_\_ Youth attain a grade of A or a B in their financial literacy course at school. Submit a report card for the semester or transcript to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth will review their annual credit report and have an understanding of what is on their report and how to read it with their caseworker. Submit an email or letter from a caseworker to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth will review their credit report before exiting care and understand how to read it. The TAL coordinator can assist in disputing incorrect items that may appear. Submit an email or letter from a caseworker to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth pays all of their bills on time in a 3-month period while in independent living. The youth will submit statements of bills and receipts to the TAL coordinator or caseworker. **($100)**

\_\_\_\_\_\_\_ Youth understands how to file taxes and will submit their taxes for working for that year. They will be able to complete their own taxes or know where to get them done in the community where they live. Send documentation to the TAL coordinator. **($25)**

Housing and home management milestones and incentives:

\_\_\_\_\_\_\_ Youth will submit 3 housing options including rent, deposit, utility cost, and pros and cons of each housing unit to either their caregiver, caseworker, or TAL coordinator to review before signing any leases. TAL coordinators may ask clarifying questions. **($75)**

\_\_\_\_\_\_\_ Youth in an independent living placement (ILP) will obey all rules and regulations of their housing contracts and receive no complaints from management for 3 months. Submit an email or letter from management or caseworker. Send documentation to the TAL coordinator. **($100)**

\_\_\_\_\_\_\_ Youth will meet with their local housing authority and complete a Service Prioritization Decision Assistance Tool (SPDAT) assessment to determine their housing needs. Youth will provide the results of this to the TAL coordinator. **($50)**

\_\_\_\_\_\_\_ Youth will maintain a clean room or living environment for 3 months. If youth is in a residential setting they will also complete their chores and tasks without complaining or being prompted. Submit an email or letter from a caregiver, caseworker, or program supervisor. Send documentation to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth will be in charge of 5 dinner meals where they will do the shopping, cooking, and budgeting for those meals in their current placement. Submit documentation via email from caregiver or caseworker to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth in an ILP will submit 2 weeks of meal planning that also includes your shopping list that goes along with your two weeks of meal planning. Your TAL coordinator may ask clarifying questions. **($100)**

\_\_\_\_\_\_\_ Youth will demonstrate that they are capable of doing their own laundry and can do so without a prompt from their placement. Submit an email or letter from a caregiver to the TAL coordinator. **($25)**

Healthcare milestones and incentives:

\_\_\_\_\_\_\_ Youth will attend any health or fitness-related class within their school and submit a report card, or transcript with a grade of an A or B. Send documentation to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth will become certified in CPR and First Aid. Submit a certificate of completion or recertification. Send documentation to the TAL coordinator. **($50, $25 for recertification)**

\_\_\_\_\_\_\_ Youth will work with their caseworker, TAL coordinator, and their Fostering Healthy Children program nurse to build a folder that consists of medical information before they leave foster care. This will include their Medicaid card, immunization records, medical history, and other important documents. This is not the purple home to home binder. The youth will submit an email to their caseworker or TAL coordinator once completed. **($50)**

\_\_\_\_\_\_\_ Youth will attend a class that is geared toward the prevention of substance abuse and smoking. Submit certificate of completion. Send documentation to the TAL Coordinator. **($25)**

\_\_\_\_\_\_\_ Youth will attend their medical appointments, dental, medical, vision, etc. and are encouraged to help in making these medical appointments as well as to learn these Transitioning to Adult Living skills. They will then turn in the Health Visit Report (HVR) forms to their healthcare nurses. Submit an email with the HVR form to the TAL coordinator, caregiver, or caseworker. **($25)**

\_\_\_\_\_\_\_ Youth will explain to their TAL coordinator and caseworker how their aftercare Medicaid works, how a co-pay works, how to file an appeal in the event that they are denied, and where to go in the event of an emergency. Submit a 1-page paper of information youth learned or they can share this information during their CFTM and then have the caseworker send an email to the TAL coordinator this information was shared with the team. **($50)**

\_\_\_\_\_\_\_ Youth will make their healthcare directive before case closure and will know where to store it. Submit a copy of the plan to the TAL coordinator. **($50)**

Healthy relationships milestones and incentives:

\_\_\_\_\_\_\_ Youth will attend a healthy relationship class or write 2 pages double spaced on how to say no appropriately and how to accept no. Explain appropriate boundaries and what the difference is between a healthy and unhealthy relationship. Submit to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth will go to a health care provider (ex: primary care doctor, OBGYN, etc.) for education on sexual and reproductive health, including information on preventing STIs and HIV, and pregnancy prevention. Submit a 1-page paper with this information or share what you have learned with your caseworker or TAL coordinator. The caseworker will notify the TAL coordinator this was completed. **($25)**

\_\_\_\_\_\_\_ Youth will have a conversation with 3 trusted adult allies to understand the impact of a healthy relationship and the potential consequences of unhealthy relationships. Youth will summarize a 1-page paper on what their experience was with these conversations and have those 3 individuals sign it. Submit to caseworker or TAL coordinator once completed. **($50)**

\_\_\_\_\_\_\_ Youth will build and form a list of enduring informal and formal supports as permanent connections. The youth will meet with at least 5 of these supports and submit these contacts to their caseworker or TAL coordinator to be added to their TAL contacts in SAFE. **($50)**

\_\_\_\_\_\_\_ Youth will explore basic childcare/parenting skills and domestic/family violence prevention education. Submit a 1 page paper of what they learned or share in a CFTM what they have learned and have the caseworker send an email to the TAL coordinator once this has been done. **($25)**

\_\_\_\_\_\_\_ Youth will speak with trusted allies on how to have an appropriate conversation with their biological and foster families. Youth will identify potential concerns that may arise, safety issues, and how to handle difficult situations as they arise. Submit a 1 page paper of what they learned and include signatures of trusted allies. Send documentation to the TAL coordinator. **($50)**

Technology milestones and incentives:

\_\_\_\_\_\_\_ Youth will attend an internet safety course or watch at least 5 videos and read 1 article on internet safety then submit a 1-page document, or certification of completion of safety course, of what they learned to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth will write a 2-page document or can share during CFTM how they have misused technology or how technology has been used against them (internet, phone, social media) and how they will prevent from doing so in the future or protect themselves. The caseworker will need to let the TAL coordinator know when this has been done. **($25)**

\_\_\_\_\_\_\_ Youth will speak with their resource officer or GAL and submit a 1-page document or share what they learned during a CFTM on the financial and legal consequences that come with inappropriate technology use. Get your resource officers or GAL signature on your paper. Send documentation to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth will explore basic workplace technology or appropriate work and education etiquette and submit a 1-page document or share this during a CFTM. The caseworker will submit it to the TAL coordinator once done. **($25)**

Optimism towards future milestones and incentives:

\_\_\_\_\_\_\_ Youth will create a vision board with at least 10 different goals they want to achieve in the next year and submit this to the TAL coordinator. **($25)**

\_\_\_\_\_\_\_ Youth take at least 5 goals from their vision board and write out 3 steps on how to achieve each goal. Send documentation to the TAL coordinator. (**$25)**

\_\_\_\_\_\_\_ Youth will identify at least 5 of their strengths and detail how these strengths will help them with their future goals from their vision board. Send documentation to the TAL coordinator. (**$25)**

\_\_\_\_\_\_\_\_\_ Youth will write a 2-page paper to their future self to be opened in 6 months to 1 year. Youth will put a date on their envelope and before it is sealed, they will show their therapist, caseworker, or caregiver that they wrote the letter; they do not need to read it just verify that they wrote it. Submit to caseworker or TAL coordinator once completed. (**$25)**

\_\_\_\_\_\_\_ The youth will attend an activity that promotes a healthy sense of self, promotes an interest, or a subject the youth is passionate about. Send documentation to the Tal Coordinator. (**$25)**

\_\_\_\_\_\_\_Youth will write a page about optimism and the benefits it can have on achieving your goals. Submit to caseworker or TAL coordinator once completed. **($25)**

\*\*This Milestone Guideline packet is a lifetime document that is not meant to be repeated. If you are able to complete all of these milestones or have identified additional personalmilestones that may benefit you, please discuss this with your team and your TAL coordinator. If you feel that you have justification or need to repeat a milestone please seek approval from your TAL Coordinator. These milestones should be added to the child and family plan. Additional milestones may be approved based on your region’s discretion.\*\*