

Youth
Transitioning
to Adulthood

Florida Operation Full Employment Resource Tool Kit



An initiative of the Department of Children and Families and its partners:

Agency for Workforce Innovation • Eckerd Family Foundation • Community-Based Care Providers • Independent Living Services
Advisory Council • Florida Youth Shine • Department of Education • Department of Juvenile Justice • Connected by 25

**OFE Resource Tool Kit
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There are a few key contacts within the OFE workgroup that are also available to you in your efforts to build partnerships with the private sector and develop or expand programs that will give Florida's foster care youth the skills and support necessary to become successful as the transition to adulthood.

Clarence McKee, President and CEO McKee Communications, Inc.

clarence@mckeecomunications.com, Phone: 954-509-7080

Mr. McKee has extensive experience and relationships in Florida's private sector.

He has been active within selected areas of the state to facilitate connections between agencies serving foster youth and the private sector and create a framework that will allow youth to take advantage of private sector employment opportunities.

Ms. Lillian Lima, DCF Senior Projects Coordinator

Lillian_lima@dcf.state.fl.us, Phone: (813) 558-5634

Ms. Lima is employed in the Suncoast Region. Over the past year, she has forged strong partnerships with local AWI partners, business and the CBCs in this Region to develop special pre-employment training programs and job placements for youth aging out of foster care.

Ms. Tammy Workman, DCF Statewide Transitioning Youth Coordinator

Tammy_Workman@dcf.state.fl.us, Phone: (850) 443-4091

Ms. Workman serves as DCF's in-house consultant on the needs of transitioning youth. As a former foster youth, Ms. Workman brings her unique perspective and insights to this work. Her role is to work with Circuits and CBCs that are ready and willing to commit resources to employment initiatives.

Contact List

| Training Materials & Resources | Resource Accessibility | Document/Site Information |
|---|---|---|
| CBC Lead Agency Contacts for Service to Youth with Disabilities | http://centerforchildwelfare.fmhi.usf.edu/kb/cbcla/Provision%20of%20Services%20to%20Youth%20with%20Disabilities.aspx On-line contact list above | This list provides professionals, caregivers, and youth with contact information for the Community Base Care Lead Agency designee for ensuring that youth with disabilities are receiving the services and supports they are entitled to. |
| FI Dept of Education - College Reach Out Program (CROP) | http://www.fldoe.org/eeop/cropcon.asp On-line contact list above http://www.fldoe.org/eeop/crop.asp Link above provides additional program information. If you are having trouble reaching a local coordinator, you may contact the Statewide Coordinator for CROP, Darrell McQueen at (850)245-9961. | This list provides the contact information for the CROP coordinators at the various post-secondary institutions participating in the program. Professionals and caregivers can utilize the list to obtain information and begin the registration process. The intent of the CROP is to provide opportunities for disadvantaged youth to interact with colleges and universities and motivate them to reach their educational goals. |
| FI Dept of Education - District Dropout Prevention Contacts | http://www.fldoe.org/family/dropout/xls/dropout_contacts.xls On-line contact list above http://www.fldoe.org/family/dropout/default.asp Link above provides additional information on the Office of Dropout Prevention | On this list you will find the Dropout Prevention contacts) for each school district. Professionals and caregivers working with youth can contact the person in their district to gain access to and information about programs available to youth at risk of dropping out of school. These contacts can also assist with youth who are not on target to graduate with their class as a result of poor grades or excessive absences. |
| Florida Department of Education District Liaison Contacts for Foster Care | http://www.fldoe.org/ese/contact/pdfs/DistrictLiaisonFosterCare.pdf on-line contact list above | This list provides professionals and caregivers working with dependent youth in middle and high schools with contact information for school district staff in their area. The liaisons on this list can assist in linking professionals, caregivers, and youth with the appropriate service within the school district. |
| Florida High School /High Tech | http://www.abletrust.org/hsh/contact/sites.shtml on-line contact list above http://www.abletrust.org/hsh/ general website information above | This on-line contact list provides information on the 35 HS/HT project sites throughout Florida. Professionals, families, and youth can access this list to obtain contact information on the program in their area. The goal of the High School/High Tech Program (HS/HT) is to provide students the opportunity to explore jobs or post-secondary education leading to technology related careers. Some of the program activities may include: mentoring, job shadowing, internships, and service learning. |
| Independent Living Contacts by Region (DCF and CBC Contacts) | http://centerforchildwelfare.fmhi.usf.edu/kb/cbcla/Independent%20Living%20Contacts.aspx On-line contact list above | Link to contact list on the Center website provides professionals, caregivers, and youth with contact information for Regional DCF staff and CBC agencies or partners involved in providing IL services to dependent youth. |
| One-Stop Center Directory | http://www.floridajobs.org/onestop/onestopdir/OneStopDirList.asp On-line contact list above http://www.floridajobs.org/index.html Link to Agency for Workforce Innovation | For use by Professionals, caregivers, and youth, this contact list provides information about the Agency for Workforce Innovation (AWI) One-Stop Centers. The One-Stop Centers are managed by local regional workforce boards. The centers provide easy access to job placement and training for those entering, re-entering, or existing in the workplace. AWI (link at left) provides program assistance to the One-Stop Centers. They also provide information on labor market statistics, unemployment compensation and services, and early learning services (school readiness and VPK). |
| Regional Workforce Board Youth Lead Staff | http://centerforchildwelfare.fmhi.usf.edu/kb/indliv/RegionalWF_YouthLeaderContacts(9-08).pdf On-line contact list above http://www.workforceflorida.com/index.htm Link to website Workforce Florida which provides information about Florida's workforce system | For use by Professionals, caregivers, and youth, this contact list provides information for each Youth Lead contact at each Regional Workforce Board. The contacts can assist youth and the adults working with them to access services such as Job Placement, Skill and Interest Assessments, GED assistance, and more. |
| School District Transition Contacts for Youth exiting DJJ | http://www.criminologycenter.fsu.edu/jjeep/contacts-transition.php On-line contact list above | For use by Professionals working with youth. This list provides information for the Transition Contact in each county who will assist in planning for school placements for youth exiting DJJ programs. |
| Strengthening Youth Partnerships - Partner Contact Listing | http://centerforchildwelfare.fmhi.usf.edu/kb/indliv/StrengtheningYouthPartnershipsContacts-10-8-08.pdf On-line contact list above | For use by professionals and agencies working with youth in Foster Care to continue collaboration and networking among program providers. This list provides contact information for the various agencies/partners available as resources for transitioning youth. |

On-Line Resources

| Training Materials & Resources | Resource Accessibility | Document/Site Information. |
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| Center for Advancement of Child Welfare Practice | http://centerforchildwelfare.fmhi.usf.edu/kb/proprac/indliv.aspx Link to Center resource page | The Independent Living Resources Page includes educational and employment links and resources for dependent youth. Professionals, caregivers, and youth can access this resource page to locate IL forms and policy information as well as links for education and employment resources. |
| Choices Planner | www.flchoices.org Link to on-line service | From the FL Department of Education, Florida Choices is the statewide career information delivery system. Youth, parents, post-secondary students, and adults can create a free account and sign in to access the on-line planner. Some of the on-line tools include an Interest Profiler, Basic Skills Survey, Job Interview Practice, High School Planning, College Planning and many others. The user can also store the information on the personal portfolio page. Educators are able to review and access individual student portfolios. |
| Connected by 25 | http://www.cby25.org/ Link to on-line information | Connected by 25 is a community initiative that engages youth, public/private partners and policy makers to improve outcomes for foster youth through investments in services and programs. Their mission is to ensure that foster care youth are educated, housed, banked, employed and connected to a support system by age 25. Professionals can contact CBy25 via their website to find out how their community can benefit from their development of programs and services with measurable outcomes in order to better prepare youth aging out of Florida's foster care system to make a successful transition to adulthood. |
| Dare to Dream – A Guide to Planning Your Future | https://www.fldoe.org/ese/pdf/dream.pdf Link to on-line document available for download - 82 pages | From the FL Department of Education - Exceptional Education and Student Services. This workbook is intended to assist youth with disabilities in planning their activities after high school. The workbook includes information for the youth regarding the Individuals with Disability Act (IDEA) and Transition Planning. Also included are activities that encourage youth to think about their strengths, desires, independent living, jobs, skills, aptitudes, etc |
| Employ Florida | https://www.employflorida.com/ on-line information and resources | Florida's official on-line portal for job-matching services. Professionals, caregivers, and youth can access the site to tools and resources to help them create and send resumes, assess job skills and match skills to career opportunities. There are also a number of resources listed specifically for youth. Users are able to register on the site and create an account so personal information and preferences can be saved in the system. |
| Florida Ready to Work | www.floridareadytowork.com Link to website with general information and Assessment Center locations http://www.flvs.net/ on-line school | Professionals, caregivers, and youth can access this website to learn more about Florida's Credentialing Program. Users can locate an approved Assessment Center from this site. Enrollment at an Assessment Center is necessary for participation in the program. Once enrolled, youth will take three on-line pre-tests to measure their job skills and work habits. Scores can be improved by using the free on-line courses that are available through the program. The Assessments required to earn a Florida Ready to Work Credential must be proctored and taken at an official Florida Ready to Work Assessment Center. |
| Florida Virtual School | http://www.floridaschoolchoice.org/Information/Virtual_Schools/ Link to FL Department of Education for additional information on Public Virtual Education | Professionals and caregivers can access this site to obtain additional information about Florida Virtual School (FLVS). FLVS is approved by the FL Legislature as an approved internet-based public school. This may be an education program option for youth in DJJ programs or youth that have truancy and/or behavior issues that are resulting in their inability to remain on target for graduation. Coordination with the youth's DJJ Transition Contact, Drop Out Prevention Contact, or the School Liaison for FC is necessary (see contact list within this toolkit) |
| Job Corps | http://www.jobcorps.gov/Home.aspx Link to website with general information and locations http://recruiting.jobcorps.gov/Home.aspx Link to site designed for youth | Professionals, caregivers, and youth (see left for link designed for youth) can access this site to learn about Job Corps. You can also request and information packet from this site or request to be contacted by a Job Corps Admission Counselor |
| STEPS to Success, The Cooperative Education Advantage in Florida | http://www.fldoe.org/workforce/programs/doc/coopm.doc Link to on-line document, can also download and print as word document (80 pgs) | From the FL Department of Education, this resource guide is intended for Professionals, caregivers, and youth. It provides information on Cooperative Education Programs which allow a student to be released from campus to work part time. It contains questions and answers that students and caregivers may have about the program as well as sample forms used in the program. Those interested in the program should contact their School Liaison for FC (see contact list within this toolkit) to identify the programs available in their area and enrollment requirements. |

On-Line Resources

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| <p>The Transition Center at the University of Florida</p> | <p>http://www.thetransitioncenter.org/flash/index.htm On-line resources and information</p> <p>http://project10.info/ link above will soon be used for a new statewide transition website</p> | <p>Professionals, caregivers, and youth can access this site from the University of Florida for resource links and information pertaining to disabled youth transitioning to adulthood. The site includes, but is not limited to, information regarding IEP's and future planning for youth. NOTE - - updates to the site ended in August 2008. There will be a new site available through the University of South Florida. See link to the left.</p> |
| <p>Workforce Florida, Inc</p> | <p>http://www.workforceflorida.com/index.htm link to on-line information and resources</p> <p>http://www.workforceflorida.com/banner_center.htm Link to Employ Florida Banner Centers</p> | <p>Workforce Florida, Inc provides oversight of Florida's workforce policy, programs, and services carried out by the Regional Workforce Boards and the Agency for Workforce Innovation. The website can be accessed by Professionals and caregivers to obtain information on the workforce system and links to programs. Also accessible from this site (link on the left) is information pertaining to Employ Florida Banner Centers. The Banner Centers are a resource for developing entry-level workers and improving the skill set of experienced workers in selected industries. Banner Centers collaborate with Universities and Community Colleges to offer training programs for these industries.</p> |
| <p>The Youthhood</p> | <p>http://www.youthhood.org/ on-line tools and information</p> | <p>This website created by the National Center on Secondary Education and Transition at the U of MN. It is a free tool to help youth plan for life after high school. Professionals, caregivers, and youth can access this site for information and on-line training tools to assist youth in their transition to adulthood, including preparing them for the workplace. The also has specific information pertaining to youth with disabilities and IEP planning. Youth can register on the site to save information. Professionals and caregivers can also register to review the youth's entries and assist them with planning for their future.</p> |

For Students with Disabilities

| Training Materials & Resources | Resource Accessibility | Document/Site Information. |
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| <p>Appointing a Surrogate Parent for Children with Disabilities in Foster Care</p> | <p>http://centerforchildwelfare.fmhi.usf.edu/kb/Prgrprac/AppointingASurrogateParentForChWDisabilitesInFC.pdf link to document available for download (15 pgs)</p> | <p>This resource is intended for professionals and caregivers working with foster care children who are disabled or suspected to be disabled. Courtesy of Florida's Children First, this document summarizes information about who can make educational decisions for children in foster care. It gives information on when a surrogate parent can be appointed and who that person could be.</p> |
| <p>Big Bend Spectrum of Services and Guide for Students with Disabilities</p> | <p>http://www.eselion.k12.fl.us/Transition_spectrum.htm Access on-line at the link above. Download and print as needed.</p> | <p>The Spectrum of Services and Guide is intended to be used by professionals and families working with and supporting youth with disabilities as they transition to adulthood. The Spectrum is a chart showing transition services from age 11 to 22 for students enrolled in exceptional student education. The Guide provides detailed information and contact sources for each of the entries on the Spectrum. Some information is specific to the Big Bend area. The goal is to provide information to have a seamless transition process for all students with a disability, both standard and special diploma.</p> |
| <p>Developmental Disability Checklist For Children in Foster Care</p> | <p>http://centerforchildwelfare.fmhi.usf.edu/kb/cdrapd/DevDisabilityChecklist.pdf Access on-line at the link above. Download and print as needed.</p> | <p>Courtesy of Florida's Children First, this checklist is intended to be used by child welfare case workers and other professionals working with children in Florida's Foster Care system. The purpose of the two page checklist is to determine if a child on your caseload is in need of a formal developmental assessment. The document also offers information on resources/records that can be used to complete the checklist and a fact sheet about Agency for Persons with Disabilities (APD).</p> |
| <p>IDEA Transition Issues</p> | <p>http://www.ncset.org/publications/parent/NCSETParent_Jul02.pdf Link to document available for download (6 pgs)</p> | <p>For Professionals and caregivers, this brief document from the National Center on Secondary Education and Transition provides basic information about the IDEA (Individuals with Disabilities Act) and IEP requirements for students with disabilities.</p> |
| <p>National Collaborative on Workforce and Disability/Youth</p> | <p>http://www.ncwd-youth.info/ On-line resources and information</p> | <p>The NCWD/Youth assists state and local workforce development systems to better serve all youth, including those with disabilities and other vulnerable youth. Professionals can access this site for training materials so they can better assist transitioning youth; an on-line data base of promising programs and practices in the area of workforce development for youth with disabilities; and additional links and resources for professionals. The site also provides links to additional websites and resources and publications/guides for youth and for their families or others who provide guidance and support</p> |
| <p>Negotiating the Curves Toward Employment: A Guide About Youth Involved in the Foster Care System</p> | <p>http://www.ncwd-youth.info/resources_&_Publications/foster_care.html Access on-line at the link above. The 36 page guide can be downloaded in it's entirety or in sections</p> | <p>This guide is intended for professionals involved in youth serving organizations. The purpose is to provide a framework for states and communities in designing and implementing programs for FC youth. It provides examples of promising practices and identifies resources and tools to assist cross-system collaboration.</p> |
| <p>Next Steps - The Guide to Future Planning- Planning the Next Steps to Adult Life for Students with Disabilities</p> | <p>http://www.peatc.org/NEXT_STEPS/rsahome.htm Access on-line at the link above. Also 12 page youth available for download on forms page</p> | <p>This web-based transition planning guide is intended for use by disabled youth with assistance from family members and professionals working with the youth. The website includes information on Federal Laws related to transition planning, Vocational Rehabilitation, and supports available to youth. The printable guide is intended to be used by the youth, in partnership with adults, to help the youth identify goals for the future and the steps needed to attain them.</p> |
| <p>Program Options for Students with Disabilities</p> | <p>http://www.fldoe.org/ese/pdf/ese11350.pdf Link to Document available for download (4 pgs)</p> | <p>This publication from the FI Department of Education is available for Professionals, caregivers, and youth to provide an overview of the range of programs available for youth with disabilities. It identifies the type of activity involved in the program, the desired outcome, and whether or not an IEP or 504 Plan is necessary.</p> |
| <p>Simply Careers! Helping Students with Disabilities Effectively Plan their Futures through Comprehensive Career Development</p> | <p>http://info.fldoe.org/docushare/dsweb/Get/Document-1415/SIMPLYatt.pdf also saved as doc: FLDOE-SimplyCareers.pdf</p> | <p>This publication from the FI Department of Education is designed for professionals, and caregivers who are involved in IEP and transition planning with youth. The guidebook will help adults learn how to assist youth in achieving their future career goals through sequential career assessment, exploration, activities, experiences, programs, support, and planning.</p> |

For Students with Disabilities

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| <p>The 411 on Disability Disclosure - A Workbook for Youth with Disabilities</p> | <p>http://www.ncwd-youth.info/resources_&_Publications/411.html Access on-line at the link above. The 36 page guide can be downloaded in it's entirety or in sections</p> | <p>This workbook from NCWD/Youth is designed to be used by youth with disabilities. The purpose is to help youth make informed decisions about whether or not to disclose their disability and understand how the decision may impact their education, employment, and social lives.</p> |
| <p>Transition: The Passage From Youth to Adulthood</p> | <p>http://centerforchildwelfare.fmhi.usf.edu/kb/Prgprac/TransitionThePassageFromYouthToAdulthood.pdf Link to document available for download (52 pgs)</p> | <p>This booklet, courtesy of Florida's Children First is for professionals, caregivers, and youth with disabilities. Co-Authored with the Advocacy Center for Persons with Disabilities, this publication is a resource to answer questions and a prompt to think about all types of services available to youth and adults with disabilities that have been in the Foster Care System.</p> |

Other Reference Material

| Training Materials & Resources | Resource Accessibility | Document/Site Information. |
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| DCF/DOE/AWI Interagency Agreements by County | http://tiny.cc/rYp3H Individual County agreements available for download | Link to Center for Advancement of Child Welfare for a resource page containing individual County agreements between Dept of Children and Families, Dept of Education, and Agency for Workforce Innovation. The agreements cover areas pertaining to education stabilization, surrogate parents for ESE children, student assessments, and others. |
| Effective Transition Practices: A Report on Effective Transition Practices in Florida's School Districts | http://centerforchildwelfare.fmhi.usf.edu/kb/bppub/ReportOnEffectiveTransitionPracticesInFISchools.pdf link to document available for download (73 pgs) | From the Transition Center at the University of Florida. This report, for professional use, is a compilation of self-reported information on current (2005) practices identified by specific school districts or FDLRS Centers, which in their opinion represent effective transition practices. |
| Florida Department of Education Products Catalog 2008-2009 | www.fldoe.org/workforce/pdf/Products_catalog.pdf On-line Catalog - some products available by purchase only. | For Professionals, this catalog contains information on how to order booklets from the Employability Skills Series. Topics are: Job Search, Applying for a Job, On the Job, Job Changes, and Personal Finances. Booklets can be purchased through FL-DOE for cost of \$1 per instructor booklet and \$.75 per student booklet. Many other resources are also available for purchase, some of the products available on-line are also available through direct links throughout this toolkit. |
| Frequently Asked Questions For Foster Youth Transitioning to Adulthood | http://centerforchildwelfare.fmhi.usf.edu/kb/fires/ILFAO-2cFINAL.pdf link to document, available for download (20 pgs) | This publication from Florida's Children First provides foster youth with answers to questions they may have regarding Court, transition plans, financial assistance available after 18, Medicaid, and much more. Professionals and caregivers can also learn about services and assistance available to youth. |
| House Bill 723 | http://tiny.cc/HouseBill723 link to bill, also available for download | This bill requires an interagency agreement between the Department of Children and Families (DCF) and the Department of Education (DOE) designed to provide educational access for the purpose of facilitating the delivery of services or programs to children who are in foster care. The state level agreement must be designed to avoid duplication of services or programs. DCF is also required to enter into agreements with local district school boards regarding education and related services for children in foster care. |
| Navigating the Developmental Disabilities Program – You're the Driver | www.apd.myflorida.com/customers/notebook/ Link to on-line resource book | Also named 'The Yellow Notebook' this on-line resource book from Agency for Persons with Disabilities (APD) was developed for individuals (youth and adults) with disabilities to help them learn about services available, plan for their future, learn about their rights, and locate their local area APD office. This large resource book has 13 sections for easier navigation. |
| Rules for Developing Successful Public-Private Relationships | http://centerforchildwelfare.fmhi.usf.edu/kb/bpam/RulesForPub-PrivateRelationships.pdf link to document available for download (1 pg) | From the Florida OFE Statewide Workgroup, some general rules for public agencies seeking to develop relationships in the private sector for the benefit of youth in Foster Care. |
| Success at Work: Tips for Employability of Youth with Special Needs | http://centerforchildwelfare.fmhi.usf.edu/kb/indliv/OFETTTOutline.pdf link to the document available for download. | For professionals and agencies serving youth in Florida. Employability skills and personal values are the critical tools and traits necessary for success in the workplace. These skills and values can be learned, cultivated, developed and maintained over a lifetime. Tips, employee traits and skills, plus issues related to cooperative education and resources are provided in this document. |
| The Y-Works Project: Exploring Youth Employment as a Successful Pathway From Delinquency and Other At-Risk Behaviors | http://centerforchildwelfare.fmhi.usf.edu/kb/Prprac/TheY-WorksProject.pdf Link to document available for download (107 pgs) | This document intended for professionals and youth serving agencies, presents the results of a project that focused on youth vocational preparation and employment as a way to reduce delinquency or other risk behaviors. The activities of the project research team included surveys and interviews of youth, youth caseworkers, and employers. |
| Youth in Transition Resource Array | http://centerforchildwelfare.fmhi.usf.edu/kb/indliv/YouthInTransitionResourceArray-Flowchart.pdf link to document available for download | This flow chart is useful for professionals, caregivers, and youth transitioning through the Florida Foster Care System. The chart shows the youth's path from the Community Based Care agency through various resources and systems that can offer youth the skills and support necessary to achieve the desired outcome of sustained employment. |

Curriculum Materials Available for Purchase

| Training Materials & Resources | Resource Accessibility | Document/Site Information. |
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| Alchemy's Standard Industry Skills Training and Education Media (SISTEM) | www.SISTEMtraining.com Link to site above for contact and pricing information | Incorporates competency-based applications in an interactive training format. Provides a rich educational experience for the learner. The training content, developed in conjunction with industry experts, has proven effective in delivering gains in skills, productivity, employability, and retention for entry-level workers. All SISTEM training courses are available in both Spanish and English. |
| I CAN Program | http://www.yesican.net/index.htm Link to site above for contact information. Pricing begins at \$299 for curriculum, student workbooks also available | The 'I CAN Program' is a powerful, motivational program for today's youth, emphasizing attitude, behavior, and character. It is committed to developing the positive attitudes which will help young people be successful in their personal and academic endeavors now and professionally in the future. |
| Work Ethics Program | http://www.workethics.org/contact.htm Link to site above for contact information. Pricing begins at \$150 for materials. | Three primary results of the Work Ethics Program that make it a winning proposition for all concerned are that students begin employment with positive work ethic skills which will enhance their value as employees; instructors develop more motivated and attentive students; and employers acquire employees with desirable work habits. |
| Work Go – Job Readiness Program | www.workgo.net Link to site above for contact and pricing information | Employability Skills – On-Line Job Readiness Program designed to introduce job readiness, or essential employability skills to youth to increase their awareness of the types of attitudes, skills, and behaviors needed for success at work and school. |