

### 7.3.6 What is Independent Life Skills Training?

Life Skills/Soft Skills training prepares participants to meet the demands of everyday life and employment. It may be employment related and an up-front introduction that helps prepare them to participate in activities effectively. It doesn't completely address and resolve family issues.

For federal reporting, Life Skills is a time-limited core activity in the same category as job search/job preparation. This activity can be used by itself or stacked with other activities in order to reach full time participation.

Note: Homework can't count as WorkFirst participation hours for Life Skills training.

Code Independent Life Skills training as "LS" on the eJAS component screen.

- For participants in Job Search activities through ESD, Commerce, or ORIA, incorporate Life Skills training as part of their JS component. Don't code the LS trainings separately from the JS component for these cases.

Refer to section 4.2.7, What is Life Skills Training as Part of Job Search? for more on Life Skills training as it pertains to job search and refer to section 7.3.7 for Life Skills training as part of other job preparation activities.

#### Strategy for Success: An independent life skills offered by Employment Security Department (ESD) – Step-by-Step Guide

##### 1. The WFPS/WFSSS:

###### a. Meets with the participant:

- Reviews the Strategies for Success curriculum and determines which workshops the participant would benefit from.

###### b. Adds the LS component and the SFS contractor code (see 7.3.6 What is Independent Life Skills Training?)

- Start date is the date you meet with the participant
- Code 20 hours
- End date: last date of the participant's scheduled workshop/s
- Adds the SFS contractor code and populates the IRP

###### c. Adds the SW component

- Start date is the date you meet with the participant
- Code 0 hours
- End date: last date of the participant's scheduled workshop/s

Note: Please see [Strategies for Success LS Referrals Desk Aid](#)

##### 2. The Strategies for Success instructor provides:

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a. Supervision: Required daily supervision

b. Documentation:

i. Documents attendance records every week and maintain them in the provider's participant files.

ii. Provides this information in a State-approved format, such as individual timesheets signed by the participant and faculty member, supervisor, or other appropriate individual or document in electronic tracking systems, as appropriate.

c. Reporting:

i. Uses eJAS, to report participation to the WFPS/WFSSS on a weekly basis.

ii. Immediately notifies the WFPS/WFSSS if the participant isn't maintaining satisfactory progress, or fails to participate as required (See section [3.9.2.8 Monitoring Participation for monitoring and reporting](#)).

d. Verification:

i. Provides information, documentation, and records as requested to support State Work Verification efforts.

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