



ATTAINMENT'S

MY STEPS

INTO THE COMMUNITY

WORKBOOK

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THIRD EDITION

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INTRODUCTION

All of the worksheets in the **My Steps Workbook** are introduced through the *Getting Ready* and *Outings* units in the **Facilitator's Guide**. They are designed to help the participants learn how to use the cues and to access the community. The worksheets provide concrete activities but are also designed to provide the instructor with a template to create additional activities to reinforce the concepts.

The directions on the worksheets guide the facilitator and the participant. Many of the directions are written to allow for a variety of responses. For example, on every **Write About It** journal page, the directions will say **Write, draw, or find a picture of the outing**. This gives the participants options to write, draw, or find pictures online, in magazines, or from their own camera rolls. Participants can glue or tape the picture to their workbooks. The participants also can write about what they saw to respond to the open-ended questions. They can choose one of the picture choices, write, or find a picture to respond. On most of the worksheets, the participants can show their skills in a variety of ways--circle a response, picture, point, tell, color, write, or use the **GoWorksheet Maker iPad App** to complete the worksheet digitally. In instances where the instructions say to "cut out," we suggest that you make a copy first. Keep the cut-outs and use them again to reinforce the concepts. Participants can copy or detach the **completed** workbook pages to create an *Outing Portfolio* which not only documents what they learned, but can also serve as their personal *Outing Planner*. Samples of these worksheets include the **Picture Checklists**, **What Do I Need to Take With Me?**, and **My Writing Journal** pages.



ID CARD WORKSHEET

IMPORTANT INFORMATION



Directions: Fill out the **ID Card** with your important personal information.



ID CARD

Name:										
Street:										
City:					State:			Zip:		
Home Phone:	()	-			-		
Cell Phone:	()	-			-		
Date of Birth:			-			-				
Medications, Medical Devices, Allergies, Other:										
Insurance & Policy Number:										
Doctor:										
Phone:	()	-			-		

911

IN CASE OF EMERGENCY

Contact:										
Relationship:										
Work Phone:	()	-			-		
Home Phone:	()	-			-		
Contact:										
Relationship:										
Work Phone:	()	-			-		
Home Phone:	()	-			-		
School/ Work										
Contact:										
Address:										
Phone:	()	-			-		
<h2 style="margin: 0;">EMERGENCY! CALL 911</h2>										



WHERE DO I NEED MY ID?



Directions: Mark the correct answer.

1. At the hair salon?



YES

NO

2. At the laundromat?



YES

NO

3. At the bank?



YES

NO

4. Riding the bus?



YES

NO

5. Riding the subway?



YES

NO

ID CARD WORKSHEET

HOW WILL I USE MY ID CARD?



Directions: Choose the correct answer(s).

1. I will carry _____ in my wallet at all times.



my ID card



money

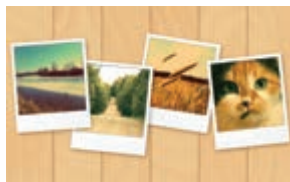


a jacket

2. I can use my ID card to give _____ about me.



transportation



pictures



information

3. I can use my ID card when going to places in _____.



the community



my house



school

4. I can use my ID card to call _____.



my friends

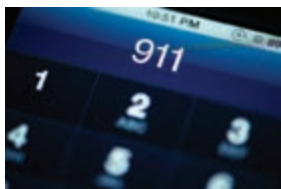


my family



the movie theater

5. I can give my ID card to a safe adult in _____.



911



my house



an emergency



SAFE PEOPLE IN THE COMMUNITY



Directions: Sort the people into the correct category.

PEOPLE YOU KNOW

SAFE STRANGERS

MOM

STEPMOTHER

DAD

NEIGHBOR

GRANDMOTHER

FRIEND

SISTER

BUS DRIVER

STEPPATHER

WORKERS IN A STORE OR RESTAURANT

AUNT

DOCTOR

POLICEMAN

A FAMILY WITH CHILDREN

WAITER

CLERK AT THE MOVIES

TEACHER

FRIENDS AT SCHOOL



Directions: Use your **ID Card** to complete the form below.



Dr. Jane Smith

New Patient Form

Name: _____
Last First MI Date of Birth: _____

Address: _____ Home Phone: _____

City/State/Zip: _____ Work Phone: _____

E-Mail Address: _____ Cell Phone: _____

Sex: ☐ Male ☐ Female

Employed: ☐ Full-Time ☐ Part-Time ☐ Retired ☐ Not Working

Marital Status: ☐ Single ☐ Married ☐ Divorced

Name of Spouse: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

INSURANCE INFORMATION

Insurance Carrier: _____

Policy Number: _____

MONEY CALCULATOR WORKSHEET

ADDING BILLS

Directions: Use the **Money Calculator Cue** to help you add the money. If possible, use real money for this activity.



MONEY CALCULATOR CUE

BILLS				
+				TWENTIES \$20.00
				TENS \$10.00
				FIVES \$5.00
				ONES \$1.00
= \$.	BILLS	
+ \$.	CENTS	
= \$.	MONEY I HAVE	

MONEY CALCULATOR WORKSHEET

ADDING COINS

Directions: Use the **Money Calculator Cue** to help you add the coins. If possible, use real money for this activity.



MONEY CALCULATOR CUE		
COINS		
		QUARTERS .25
+		DIMES .10
+		NICKELS .05
+		PENNIES .01
= \$		CENTS

MONEY CALCULATOR WORKSHEET

ADDING MONEY



Directions: Use the **Money Calculator Cue** to help you add the bills and coins.
If possible, use real money for this activity.



MONEY CALCULATOR CUE

BILLS			
		TWENTIES \$20.00	
+		TENS \$10.00	
+		FIVES \$5.00	
+		ONES \$1.00	
= \$	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	BILLS
+ \$	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	CENTS
= \$	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	MONEY I HAVE

MONEY CALCULATOR CUE

COINS	
	QUARTERS .25
+	
	DIMES .10
+	
	NICKELS .05
+	
	PENNIES .01
= \$	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>
	CENTS

NEXT DOLLAR WORKSHEET

PAYING WITH NEXT DOLLAR (\$1-\$5)



Directions: Circle the dollar bills you need to pay for the item.



\$2.97



\$1.55



\$1.39



\$3.98



\$4.44



NEXT DOLLAR WORKSHEET

PAYING WITH NEXT DOLLAR (\$1-\$10)



Directions: Circle the dollar bills you need to pay for the item.



\$5.45



\$4.15



\$8.66



\$3.18
























NEXT DOLLAR WORKSHEET

PAYING WITH LARGER BILLS (\$5, \$10, or \$20)



Directions: Circle the bill(s) that are more than the price. There may be more than one answer.

PRICE	\$5.00	\$10.00	\$20.00
 \$3.67			
 \$12.28			
 \$7.99			
 \$2.69			
 \$18.85			
 \$15.25			
 \$10.19			

NEXT DOLLAR WORKSHEET MENU

Directions: Use your Next Dollar Cue to pay for each dessert.



**Root
Beer
Float**
\$3.50



Cookies
\$3.00



**Milk
Shake**
\$4.75



Brownies
\$3.50



Cupcakes
\$3.00



Chocolate Cake
\$5.00



Apple Pie
\$4.50



Chocolate Pudding
\$4.50



Cheesecake
\$6.50



Strawberry Shortcake
\$3.25



Banana Split
\$8.00



Jell-O®
\$2.00

TAX CALCULATOR WORKSHEET

CALCULATING THE TAX #1

Directions: Choose an item and round up the price to the next dollar. Use the Tax Calculator Cue to find the tax for the item. Calculate _____% tax.



TAX CALCULATOR CUE

	ITEM COST:	\$.
COST X	 %	= TAX
	<small>Tax percentage</small>	\$.
TOTAL PRICE WITH TAX:	ITEM COST:	\$.
	TAX:	+ \$.
	TOTAL:	= \$.

PRICES AND TAX PERCENTAGES											
5%				7%				9%			
PRICE	TAX	PRICE	TAX	PRICE	TAX	PRICE	TAX	PRICE	TAX	PRICE	TAX
\$5.00	.25	13.00	.65	\$5.00	.35	13.00	.91	\$5.00	.45	13.00	1.17
6.00	.30	14.00	.70	6.00	.42	14.00	.98	6.00	.54	14.00	1.26
7.00	.35	15.00	.75	7.00	.49	15.00	1.05	7.00	.63	15.00	1.35
8.00	.40	16.00	.80	8.00	.56	16.00	1.12	8.00	.72	16.00	1.44
9.00	.45	17.00	.85	9.00	.63	17.00	1.19	9.00	.81	17.00	1.53
10.00	.50	18.00	.90	10.00	.70	18.00	1.26	10.00	.90	18.00	1.62
11.00	.55	19.00	.95	11.00	.77	19.00	1.33	11.00	.99	19.00	1.71
12.00	.60	20.00	1.00	12.00	.84	20.00	1.40	12.00	1.08	20.00	1.80

CALCULATING THE TAX #2



Directions: Choose an item and round up the price to the next dollar. Use the **Tax Calculator Cue** to find the tax for the item. Calculate _____% tax.

TAX CALCULATOR CUE

	ITEM COST:	\$	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
COST X	<div style="border: 1px solid black; padding: 2px 10px;"> % </div>	= TAX	\$	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<small>Tax percentage</small>			

TOTAL PRICE WITH TAX:	ITEM COST:	\$	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	TAX:	+ \$	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	TOTAL:	= \$	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

PRICES AND TAX PERCENTAGES											
5%				7%				9%			
PRICE	TAX	PRICE	TAX	PRICE	TAX	PRICE	TAX	PRICE	TAX	PRICE	TAX
\$5.00	.25	13.00	.65	\$5.00	.35	13.00	.91	\$5.00	.45	13.00	1.17
6.00	.30	14.00	.70	6.00	.42	14.00	.98	6.00	.54	14.00	1.26
7.00	.35	15.00	.75	7.00	.49	15.00	1.05	7.00	.63	15.00	1.35
8.00	.40	16.00	.80	8.00	.56	16.00	1.12	8.00	.72	16.00	1.44
9.00	.45	17.00	.85	9.00	.63	17.00	1.19	9.00	.81	17.00	1.53
10.00	.50	18.00	.90	10.00	.70	18.00	1.26	10.00	.90	18.00	1.62
11.00	.55	19.00	.95	11.00	.77	19.00	1.33	11.00	.99	19.00	1.71
12.00	.60	20.00	1.00	12.00	.84	20.00	1.40	12.00	1.08	20.00	1.80



TAX CALCULATOR WORKSHEET

CALCULATING THE TAX #3



Directions: Choose an item and round up the price to the next dollar. Use the **Tax Calculator Cue** to find the tax for the item. Calculate _____% tax.



TAX CALCULATOR CUE

ITEM COST:		\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
COST X	<input type="text"/> %	= TAX \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Tax percentage
TOTAL PRICE WITH TAX:	ITEM COST:	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	TAX:	+ \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	TOTAL:	= \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

PRICES AND TAX PERCENTAGES											
5%				7%				9%			
PRICE	TAX	PRICE	TAX	PRICE	TAX	PRICE	TAX	PRICE	TAX	PRICE	TAX
\$5.00	.25	13.00	.65	\$5.00	.35	13.00	.91	\$5.00	.45	13.00	1.17
6.00	.30	14.00	.70	6.00	.42	14.00	.98	6.00	.54	14.00	1.26
7.00	.35	15.00	.75	7.00	.49	15.00	1.05	7.00	.63	15.00	1.35
8.00	.40	16.00	.80	8.00	.56	16.00	1.12	8.00	.72	16.00	1.44
9.00	.45	17.00	.85	9.00	.63	17.00	1.19	9.00	.81	17.00	1.53
10.00	.50	18.00	.90	10.00	.70	18.00	1.26	10.00	.90	18.00	1.62
11.00	.55	19.00	.95	11.00	.77	19.00	1.33	11.00	.99	19.00	1.71
12.00	.60	20.00	1.00	12.00	.84	20.00	1.40	12.00	1.08	20.00	1.80

TIP CALCULATOR WORKSHEET

CALCULATING THE TIP #1



Directions: Use your **Tip Calculator Cue** and a calculator to compute the tip for the bill. Choose to leave a 15% or 20% tip. Note: Round up the amount to the next dollar.



TIP CALCULATOR CUE

	PRICE:	\$ <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
PRICE X	<input style="width: 40px;" type="text"/> %	= TIP
<i>Tip percentage</i>		\$ <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
TOTAL PRICE WITH TIP:	PRICE:	\$ <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
	TIP:	+ \$ <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
	TOTAL PRICE:	\$ <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

PRICES AND TIP PERCENTAGES											
15%				20%				25%			
PRICE	TIP	PRICE	TIP	PRICE	TIP	PRICE	TIP	PRICE	TIP	PRICE	TIP
\$5.00	.75	13.00	1.95	\$5.00	1.00	13.00	2.60	\$5.00	1.25	13.00	3.25
6.00	.90	14.00	2.10	6.00	1.20	14.00	2.80	6.00	1.50	14.00	3.50
7.00	1.05	15.00	2.25	7.00	1.40	15.00	3.00	7.00	1.75	15.00	3.75
8.00	1.20	16.00	2.40	8.00	1.60	16.00	3.20	8.00	2.00	16.00	4.00
9.00	1.35	17.00	2.55	9.00	1.80	17.00	3.40	9.00	2.25	17.00	4.25
10.00	1.50	18.00	2.70	10.00	2.00	18.00	3.60	10.00	2.50	18.00	4.50
11.00	1.65	19.00	2.85	11.00	2.20	19.00	3.80	11.00	2.75	19.00	4.75
12.00	1.80	20.00	3.00	12.00	2.40	20.00	4.00	12.00	3.00	20.00	5.00

TIP CALCULATOR WORKSHEET

CALCULATING THE TIP #2



Directions: Use your **Tip Calculator Cue** and a calculator to compute the tip for the bill. Choose to leave a 15% or 20% tip. Note: Round up the amount to the next dollar.



TIP CALCULATOR CUE

		PRICE:	\$	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	.	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	
PRICE X	<input style="width: 40px;" type="text"/>	%	= TIP	\$	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	.	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
		Tip percentage					
TOTAL PRICE WITH TIP:		PRICE:	\$	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	.	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	
		TIP:	+	\$	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	.	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
		TOTAL PRICE:	\$	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	.	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	

PRICES AND TIP PERCENTAGES											
15%				20%				25%			
PRICE	TIP	PRICE	TIP	PRICE	TIP	PRICE	TIP	PRICE	TIP	PRICE	TIP
\$5.00	.75	13.00	1.95	\$5.00	1.00	13.00	2.60	\$5.00	1.25	13.00	3.25
6.00	.90	14.00	2.10	6.00	1.20	14.00	2.80	6.00	1.50	14.00	3.50
7.00	1.05	15.00	2.25	7.00	1.40	15.00	3.00	7.00	1.75	15.00	3.75
8.00	1.20	16.00	2.40	8.00	1.60	16.00	3.20	8.00	2.00	16.00	4.00
9.00	1.35	17.00	2.55	9.00	1.80	17.00	3.40	9.00	2.25	17.00	4.25
10.00	1.50	18.00	2.70	10.00	2.00	18.00	3.60	10.00	2.50	18.00	4.50
11.00	1.65	19.00	2.85	11.00	2.20	19.00	3.80	11.00	2.75	19.00	4.75
12.00	1.80	20.00	3.00	12.00	2.40	20.00	4.00	12.00	3.00	20.00	5.00

CALCULATING THE TIP #3



Directions: Use your **Tip Calculator Cue** and a calculator to compute the tip for the bill. Choose to leave a 15% or 20% tip. Note: Round up the amount to the next dollar.



TIP CALCULATOR CUE

	PRICE:	\$.
PRICE X	 % 	= TIP
<small>Tip percentage</small>		\$.
TOTAL PRICE WITH TIP:	PRICE:	\$.
	TIP:	+ \$.
	TOTAL PRICE:	\$.

PRICES AND TIP PERCENTAGES											
15%				20%				25%			
PRICE	TIP	PRICE	TIP	PRICE	TIP	PRICE	TIP	PRICE	TIP	PRICE	TIP
\$5.00	.75	13.00	1.95	\$5.00	1.00	13.00	2.60	\$5.00	1.25	13.00	3.25
6.00	.90	14.00	2.10	6.00	1.20	14.00	2.80	6.00	1.50	14.00	3.50
7.00	1.05	15.00	2.25	7.00	1.40	15.00	3.00	7.00	1.75	15.00	3.75
8.00	1.20	16.00	2.40	8.00	1.60	16.00	3.20	8.00	2.00	16.00	4.00
9.00	1.35	17.00	2.55	9.00	1.80	17.00	3.40	9.00	2.25	17.00	4.25
10.00	1.50	18.00	2.70	10.00	2.00	18.00	3.60	10.00	2.50	18.00	4.50
11.00	1.65	19.00	2.85	11.00	2.20	19.00	3.80	11.00	2.75	19.00	4.75
12.00	1.80	20.00	3.00	12.00	2.40	20.00	4.00	12.00	3.00	20.00	5.00

WRITING A CHECK WORKSHEET

WRITING A CHECK #1

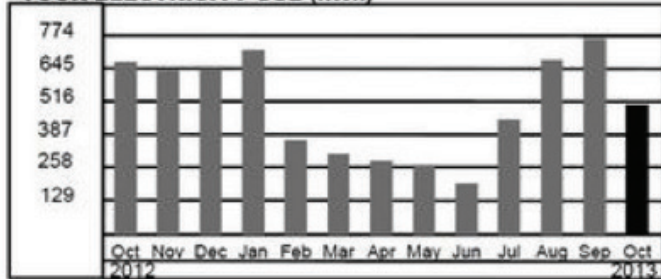


Directions: Fill out the check for the electric bill. Use the **Check Writing Cue** to help you.

**GENERIC
UTILITY, INC.**

Statement of Account
RESIDENTIAL CUSTOMER
123 ANY STREET
SAN ANTONIO TX 78205

YOUR ELECTRICITY USE (kWh)



Billing Date: 11/27/19
Customer Number: 301-2345-678

Balance Due
On or Before Dec. 13 Pay \$53.14
After Dec. 13 Pay \$53.98

BILLING SUMMARY (see reverse for detail)

Previous Bill 09/24/2019	\$76.25
Payments/Adjustments Thank You	-\$76.25
	0.00
Current Electricity Charge	\$49.64
Total Current Energy Charge	\$49.64
City Services	\$3.24
State & Local Sales Taxes	\$0.26
Total Account Balance	\$53.14



CHECK WRITING CUE

Your Name
1000 Main St.
Anytown, USA 00001
(555)123-4567

1000

Date

- - **20**

Pay to the
order of

\$

and

100

DOLLARS

Stepping Out Bank
Anytown, USA 00001

For

⑆100000000⑆ 000000 ⑆1000

WRITING A CHECK WORKSHEET

WRITING A CHECK #2

Directions: Fill out the check for the items you want to purchase from the department store. Use the **Check Writing Cue** to help you.



CHECK WRITING CUE

Your Name

1000 Main St.
Anytown, USA 00001
(555)123-4567

1000

Date

- - 2 0

Pay to the
order of

\$

.

and

100

DOLLARS

Stepping Out Bank
Anytown, USA 00001

For

1000000000 0000000000 1000

WRITING A CHECK WORKSHEET

WRITING A CHECK #3

Directions: Fill out the check for the items you want to purchase from Favo-Rite.
Use the **Check Writing Cue** to help you.



CHECK WRITING CUE

Your Name		1000	
1000 Main St.			
Anytown, USA 00001			
(555)123-4567			
Date	<input type="text"/>	-	<input type="text"/>
	<input type="text"/>	-	2 0 <input type="text"/>
Pay to the order of			\$ <input type="text"/>
			<input type="text"/>
			.
			<input type="text"/>
			<input type="text"/>
	and		100 DOLLARS
Stepping Out Bank			
Anytown, USA 00001			
For			
⑆100000000⑆ 000000000000 ⑈ 1000			