SERVICE NAME	MONEY MANAGEMENT SKILLS GROUP
Funding Source	Reporting Center funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	Provide participants with money management skills to allow them to budget finances and make improved financial decisions
Service Expectations (include EBP)	• Open or closed depending on curriculum used • Facilitator shall use Motivational Interviewing • Specific topics may include: o How to build credit o How to develop an "emergency fund" o Utilization of credit/credit cards o Debt reduction o Insurance education o Use of a budget o Banking o Dealing with creditors • Facilitator shall complete documentation within 3 business days of completion of weekly session and immediately relay any concerns to supervising officer and/or Reporting Center Coordinator. • Facilitator will collaborate with Probation Officers for enhanced case management • Facilitator will provide referral recommendations to supervising officer, if applicable. • All facilitators must submit a *Program Plan Overview* with their RFQ application to AOCP at the beginning of each procurement cycle and utilize the approved AOCP curriculum. • <u>AOCP Approved Curriculum:</u> 1. Taking Charge of My Finances, By: The Change Companies 2. FDIC Money Smart for Adults • Curriculum, workbooks, and handouts utilized are to be provided by the facilitator.
Length of Services	Minimum of 8 sessions per group cycle 1-2 hour session per week Up to 1 hour of documentation/preparation per 2-hour group (.50 hrs. per 1.0hr of group, if group time is shortened in anyway, doc/prep time shall also be shortened) Participants have successfully completed the group when they've successfully completed all 8 sessions within the group cycle
Staffing Requirements	High School Diploma or equivalent and proof of Two (2) years of financial experience • Proof of Two (2) years of experience in group facilitation ***All facilitators must be a Registered Service Provider with Probation.***
Maximum Class Size	12
Minimum Class Size	6 *Minimum Class Size* refers to the number of referrals needed to schedule the group. If fewer than the minimum (6) attend, the class may still be held. However, if attendance falls below the minimum (6) for two consecutive weeks, the class cannot be held in the third week until at least the minimum number of participants are present. As a result, a class may need to be temporarily suspended due to insufficient attendance.
Hours	Most groups will be scheduled outside of normal working hours, including evenings and weekends.
May be facilitated through Teleservices	Yes- with a maximum of 12 participants between all sites

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Desired Individual Outcome	• Evaluation of Individualized Financial Circumstances • Learn Practical Money Management Tips • Identify Positive, Actionable Financial Steps • Build Skills for Responsible Financial Decision-Making • Gain Long-Term Control Over Personal Finances
Rate	$47.00 per hour

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