

## Handout 1—Finding respite services

Finding time for a few hours to yourself or an evening out can be difficult without dependable, quality care or support for your individual with an autism spectrum disorder (ASD). Over the years, you have accessed various services through local organizations, family, or friends to help provide yourself with some respite or additional care for your individual with ASD. Respite services can be challenging to find for adults with ASD. The resources below may provide more information and/or opportunities for respite.

**Easter Seals** ([www.easterseals.com](http://www.easterseals.com)) offers services for individuals with ASD, including respite services for caregivers.

**Autism Source** ([www.autismsource.org](http://www.autismsource.org)) is a service of the Autism Society of America. You can enter your city and state and select the specific type of service you are interested in (respite, services for adults with ASD) and find services in your area.

**The Arc** ([www.thearc.org](http://www.thearc.org)) is a national, nonprofit organization for people with developmental disabilities and their families. The Arc's Web site has a variety of information on various topics and local chapters exist throughout the country. Some chapters of the Arc employ advocates that can help families access respite services.

**ARCH National Respite Network and Resource Center** ([www.respitelocator.org](http://www.respitelocator.org)) helps caregivers find respite services in their area that meet their needs.



## Handout 2—Monthly budget

Creating and maintaining a monthly budget with your adult with autism spectrum disorders (ASD) can help him or her manage finances as well as employment or financial support. Use the following worksheet to develop a monthly budget together with your adult with ASD. Encourage him or her to keep track of receipts, and then at the end of the month, go back and see the expenses for the month. Revise the next month's budget as you see fit.

Category	Monthly Budgeted Amount	Monthly Actual Amount	Difference	What kind of information is it?
<b>INCOME:</b>				
Salaries				
Miscellaneous income				
<b>INCOME TOTAL</b>				
<b>EXPENSES:</b>				
Mortgage or rent				
Electricity/gas				
Water				
Home repairs/maintenance				
Groceries				
Toiletries				
Clothing				
Phone				
Cable/satellite TV				
Internet service				
Health insurance				
Car payments				
Gasoline				
Auto insurance				
Other transportation				

Misc. loan payments				
Savings deposits				
<b>FUN EXPENSES:</b>				
Dining out				
Movies				
Gym membership				
Hobbies				
Vacations				
Other fun activities				
<b>TOTAL EXPENSES</b>				

## Handout 3—Workplace tips

Many adults with autism spectrum disorders (ASD) enjoy rewarding jobs in various types of employment. The following tips can help to create an accommodating environment that promotes success in the workplace.

- Provide a regular work area with designated work supplies.
- Give a clear description of each task to be completed. This might include pictures, a flow chart, a checklist, or other visual device that the individual finds useful.
- Offer a regular schedule for each day so the individual becomes familiar with the daily routine.
- Create a quiet workspace with optimal lighting and noise levels for the individual.
- Help the individual transition from one task to another.
- Assign jobs or projects that can be completed once started.
- Make it clear what the individual should do once a task is finished.
- Provide awareness training about ASD to other employees.
- Role-play social situations with the individual with ASD that are common in the workplace.
- Provide consistent supervision
- Communicate directly and clearly. Avoid using slang words, acronyms, or metaphors. Give concrete instructions that are easy to follow.
- Offer positive feedback routinely.
- Explain any changes in protocol or schedule to the individual directly. Provide a written or visual explanation of the new schedule.