



Project SEARCH

Applicant
Guidelines
2018-2019

www.projectsearch.us

www.yaleprojectsearch.org

Application Purpose & Guidelines

The purpose of this application packet is to outline the skill set of the Project SEARCH student candidate. This application enables the Selection Committee to properly assess each student candidate's interests, skills, abilities and background. The Selection Committee includes representatives from Y.A.L.E. School and Jefferson Health as well as state and local representatives from the NJ Division of Vocational Rehabilitation, the NJ Division of Developmental Disabilities, the Jewish Children and Family Services as community rehabilitation partner and Transportation.

When an application is submitted, the parent, student, counselor, teacher or employer may be contacted by the Selection Committee to gather additional information. Our goal is to select students who will be successful in a Project SEARCH program and reach the outcome of competitive employment (working independently in the community in a permanent position of at least 16 hours).

Selection Process includes the following guidelines:

1. All students and parents are encouraged to attend a Family Information Session to learn about the program and the admission process on February 15, 2018.
2. Submission of the completed application to Y.A.L.E. School by Friday, February 23, 2018.
3. Selection Committee will review the applications and interview the applicant; and if accepted, match the student skill set and interests with the appropriate Project SEARCH opportunity.
4. Families may be asked to participate in an intake interview as part of the selection process.
5. If accepted, an Individual Education Plan (IEP) following the Project SEARCH model will be developed with the student's full IEP team and Project SEARCH team members for the 2018-2019 school year
6. If accepted, students must pass a criminal background check and drug screen, submit a current physical, immunization records, PPD test and vocational profile assessment.



Order of selection will be:

1. *Oldest* students (18 – 21 age range) with priority given those approaching their 21st birthday
2. Students who have finished their necessary credits for graduation
3. Students who will benefit from participation in a variety of internships
4. Students who will use independent or public transportation to access work and the local community
5. Students who desire to gain competitive employment (working independently in the community in a permanent position of at least 16 hours) at the end of the Project SEARCH program

Project SEARCH Intern Guidelines:

- Complete three unpaid job rotations within Jefferson Health.
- Attend the program every day for 7 hours per day (e.g. 8 a.m. – 3 p.m.), Monday through Friday.
- Understand that the Project SEARCH program correlates with Y.A.L.E. School's calendar.
- Call Project SEARCH instructor and departmental supervisors when absent or late.
- Provide own transportation to Jefferson Health (school buses will not provide transportation).
- Learn to use public transportation.
- Follow all the policies and procedures established by the program and Jefferson Health.
- Dress according to the dress code and uniform requirements of Jefferson Health and/or the specific rotation.
- Attend six Employment Planning Meetings with my PS Instructor, PS Job Coach, DVR counselor, and family supports. Be an active participant and communicate any issues at the Planning Meetings.
- Understand that the desired outcome for Project SEARCH is competitive employment in the community (working independently in the community in a permanent position of at least 16 hours).
- Actively pursue employment independently and through DVR.

****The student will be asked to sign the Project SEARCH contract after acceptance into the program.***

Project SEARCH Family Guidelines:

This is going to be a huge year for your family. While there is a classroom component to Project SEARCH, Interns are treated as employees, not students. This can be a stressful adjustment, especially within the first few weeks and as they move between rotations. A successful Intern has a strong support network at home.

To support your young person through the application process and the Project SEARCH Program year, your responsibilities will include:

- Assist with applications and meeting deadlines, while making sure the Intern is completing paperwork independently.
- Participate in a brief interview with a member of the Project SEARCH selection committee.
- Help the Intern make work-appropriate choices in clothing and personal hygiene.
- Attend family education workshops.
- Attend monthly Employment Planning Meetings with Intern and staff members.
- Provide Project SEARCH staff with phone number where you can be reached during the day (texting is great) and being available for spontaneous phone consultations where needed.
- Follow through on all necessary transition paperwork with state and local agencies, or assisting Intern to complete thoroughly and accurately (DDD, DVR, SSI, Access Link, Medicaid, etc)
- Inform Project SEARCH staff immediately of any changes at home that may affect the Intern's performance or behavior at work, including any changes in medication.
- Reinforce to the Intern that the goal is to gain competitive employment (working independently in the community in a permanent position of at least 16 hours) at the end of the Project SEARCH program



Project SEARCH Application Packet Checklist

PLEASE NOTE

ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT TOGETHER FOR AN APPLICATION TO BE CONSIDERED. IF YOU NEED ASSISTANCE COMPILING THIS INFORMATION, PLEASE SPEAK WITH YOUR TEACHER OR COUNSELOR.

- Completed Application Packet
- Medical Evaluation
- Color Photo (Wallet Size)
- Current Individual Education Plan (IEP) including Transition Goals
- High School Transcript
- Attendance Record
- Career Assessment –most recent vocational evaluation or career interest survey
- Completed DVR Referral Form
- Copy of Medicaid Card or Card Number # (if applicable) _____
- Copy of Guardianship Decree (if applicable)

Return completed Packet to:

Y.A.L.E. School:

Attention - Karen Huber, Admissions Coordinator

2127 Church Road
Cherry Hill, NJ 08002
(856) 482-5252

Timeline for the 2018-2019 Program Year

- ✚ **February 15, 2018** - Family information session
- ✚ **February 16, 2018** - Student visitation
- ✚ **February 23, 2018**- Completed Applications/DVR referral/release due
- ✚ **March 15 - 31, 2018** - Family Intake Interview
- ✚ **March 21, 2018** – Assessment & Interview Day
- ✚ **April 1, 2017** - Acceptance letters mailed
- ✚ **April 1, 2018**- Division of Vocational Rehabilitation Services (DVRS) & Division of Developmental Disabilities (DDD) Counselors open eligible cases.
- ✚ **May 2017** – Annual review meetings held. IEP’s written with affiliated school and Project SEARCH team members.
- ✚ **June 18, 2018**- New Interns and families attend Welcome & Signing Day Event
- ✚ **June – August 2018** -
 - Family Workshops
 - Travel Training
 - Family Visits
 - Uniform Ordering
- ✚ **September 2018**- Program Begins and follows Y.A.L.E. School Calendar