



Project | SEARCH®



## Project SEARCH Application 2022-2023

Thank you for your interest in Project SEARCH!

Project SEARCH is a transition to work program that lasts for one (1) school year with employment support until 90 Days of successful employment with potential support after 90 days of successful employment. The program serves young adults with intellectual and developmental disabilities that need an intensive year of career development, internship experience, and support to reach their employment goals. The program embraces interns that have other disabilities (such as: physical and mental health disabilities) and challenges (such as: poverty and homelessness) as well.

### Selection Priorities:

- Between the ages of 18-21
- Currently Enrolled in high school with all necessary credits finished
- On an IEP
- Eligible for Vocational Rehabilitation (VR) services
- Have a desire to gain competitive employment at the end of Project SEARCH
- Families that support and encourage their child in gaining independence and employment
- Interested and willing to use public transportation to access work and the local community

There are 4 steps to the process.

**Step 1:** You and your parent / guardian must complete this application. Then you must mail or email it.

- Tracy Severino at [psdekalb@rampcil.org](mailto:psdekalb@rampcil.org)
- Attn: Project SEARCH  
1 Kish Hospital Dr.  
DeKalb IL 60115

**Step 2:** The Project SEARCH Selection Team will:

- Review these and consider your strengths, needs, and eligibility.
- Decide if you can move forward in the process.
- Inform you, your parent / guardian, and your case manager of the next steps.

**Step 3:** If you are eligible to move forward, you must participate in the Skills Assessment Day

- We will give you more details about this later.

**Step 4:** The Selection Team will:

- Review the Assessment Day and prior information, complete a parent/guardian interview, and then select the interns for the next year.
- Contact you, your parent/guardian, and your case manager of the selection team's decision

## **Project SEARCH Application Checklist**

- Completed Application Packet
  
- Current individualized education plan (IEP) including Transition Plan and Goals (submitted by school district)
  
- Attendance Record (submitted by school district)
  
- School Personnel Survey
  
- Parent/Guardian/Support Person Survey
  
- Legal guardianship paperwork required if applicable

## Project SEARCH Application

Please fill out this form. Your parent / guardian and someone from your school can help you, if needed. Before you fill out this form, please attend an information session, tour the program, and watch this video about Project SEARCH: ([Project SEARCH DeKalb Video - YouTube](#) )

### Contact Information

#### 1. Student/Applicant

Name (First, Middle, Last): \_\_\_\_\_

Home Address (Street, City, Zip Code): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Birthday: \_\_\_\_\_

Social Security # (Required to enroll): \_\_\_\_\_

Age at the start of the program as of August 2022: \_\_\_\_\_

#### 2. Parent / Guardian

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

3. Is someone helping you fill out this form?

- If yes, please list their name and email or phone number here:

### **Guardian**

4. Has anyone gone to court to obtain legal guardianship over you? Yes or no.

5. If not, what is the name of your legal guardian? Please attach a copy of the court document.

### **Education History**

6. What is the name of your current high school? \_\_\_\_\_

7. What is your current teacher's name? \_\_\_\_\_

8. What is your current teacher's email? \_\_\_\_\_

9. Will you have finished 4 years of high school at the end of this school year? \_\_\_\_\_

10. Do you plan to graduate from high school at the end of Project SEARCH? \_\_\_\_\_

## Work/Volunteer/in school work experiences

11. Use the chart below to list any volunteer work, any work experience completed at school (helped in lunchroom/delivered newspapers to classrooms, etc.), non-paid training, and paid work you have had.

Workplace	Dates of work	Work duties	Non-paid or paid?

The goal of Project SEARCH is for you to get a job where you:

- Work in an integrated setting. This means you work with people with and without disabilities.
- Are paid the typical wage for the job.
- Work at least 16 hours each week (with the goal of working full time)
- Able to work independently and able to take direction from fellow staff and managers

## Answer the Questions Below

(If this section is scribed, please write the exact words used by the student. Use as much space as needed.)

12. Why do you want to become a Project SEARCH intern? What does Project SEARCH mean to you?

13. What do you want us to know about you?

**14.** How did you find out about Project SEARCH?

**15.** If you take any medications during the day between 7:45am-2:30pm Monday-Friday, are you able to take them on your own? If not, please explain.

**16.** Where would you like to work after you finish Project SEARCH?

**17.** Does your family support your work goals? Explain your answer.

**18.** Please share with us any concerns/worries you have in participating in Project SEARCH and/or working in the community.

**19.** Do you have any behaviors that might impact or affect a successful job placement or your time at Project SEARCH? If yes, please explain.

**20.** Have you received the COVID vaccine and are fully vaccinated? If not, are you willing to get the COVID vaccine?

### **Parent/Guardian Questions**

1. Does the applicant have any on-going commitments that would interfere with the Project SEARCH program or future employment?

2. Following the Project SEARCH program, you anticipate the applicant will work in: (check all that applies)

full time employment

center/workshop

part time employment

volunteer work

supported employment/with job coach

do not expect my child to work

other: \_\_\_\_\_

### **Eligibility for Other Services**

**21.** Have you been approved for services with Vocational Rehabilitation (VR)?

- If so, who is your counselor?
- If not, have you applied?



## Transportation

The primary purpose of the Project SEARCH program is to provide interns with the opportunity for solid career exploration while developing skills essential to obtaining competitive employment and achieving success. As such, this transition program encourages interns to work towards independence, and that translates to feeling confident in managing transportation to and from work as independently as possible.

When an applicant is offered and accepts a placement in Project SEARCH, it is critical that the applicant and those in his/her support system explore transportation options and, if necessary, identify and access travel training resources **prior to the start of the program year**. For interns who are traveling from areas without public transportation, the sponsoring school may assist in removing transportation barriers.

**\*\*Please check all that apply: \*\***

- I know how to use public transportation I.e., TransDEV, TransVAC, LOTS
- I am willing to learn to use public transportation I.e., TransDEV, TransVAC, LOTS
- I already use a door to door or paratransit system I.e., TransDEV, TransVAC, LOTS
- I have a family member/support person who is willing to provide on-going transportation.
- I plan to use my home district provided transportation if option is available
- I have my own driver's license
- may be able to provide my own transportation to/from Project SEARCH.
- Other transportation, bike, walk, uber/lift, taxi wheelies, skateboard, etc.

## Project SEARCH Intern Agreement

You and your parent / guardian will need to sign this agreement if you are accepted into the program.

I, (insert name here), understand that if I am accepted into the Project SEARCH program

- I will complete at least 3 unpaid internships at Northwestern Medicine Kishwaukee Hospital
- I will attend the program every day from 7:45am-2:30pm
- I will follow the dress code and arrive looking clean and neat.
- I will contact my instructor and mentor when I am absent or tardy.
- I will make up any assignments I miss if I am absent.
- I will follow all the rules of Northwestern Medicine Kishwaukee Hospital and of the Project SEARCH program.

- I will attend all meetings with my counselor, parent / guardian, teacher, skills trainers, and business staff.
- I will participate in and discuss any issues at my meetings.
- I will actively look for a job that is 16 hours a week or more in an integrated setting.
- I understand that I must complete a background check, get a flu shot, be up to date on school required vaccines, and be fully vaccinated against COVID.

I have read the statements above. I agree with these terms. I accept my placement in the Project SEARCH program. I understand that I may be asked to leave Project SEARCH if I do not follow these terms.

- 22.** Do you or your parent / guardian have any concerns with needing to sign this if you are accepted?

**Thank you! We will email you to let you know we got your application.**

Please email portion to [psdekalb@rampcil.org](mailto:psdekalb@rampcil.org) or mail to:

Attn: Project SEARCH

1 Kish Hospital Dr,

Dekalb IL 60115

## **School Personnel Survey**

**To applicant: Please take this survey to your case manager. He/she will complete the form and submit it directly to Project SEARCH.**

**To School Personnel:** Thank you for supporting your Project SEARCH applicant! Please take a few moments to respond to each question. The purpose of issuing this survey is to gain further insight into our applicants, to supplement information provided in the application and to help guide discussion during the interview process. Your candid responses are invaluable and appreciated!

### **Additionally:**

- We are grateful for your efforts to assist the applicant in obtaining a copy of his/her current or most recent IEP to include with the application packet.
- Program staff may call you for information about the applicant. Please include the best number to reach you.
- If you need any assistance or have any questions while filling this out, please reach out to [psdekalb@rampcil.org](mailto:psdekalb@rampcil.org)

**School Personnel Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_



- 4. Do you have any concerns about the student's behavior? Is this student able to use coping strategies with or without assistance? (please explain)**
  
- 5. Do you have any concerns about the student's physical ability, mobility, and stamina?**
  
- 6. Do you have any concerns about the student being able to complete tasks correctly and keep professional behavior, without direct supervision from staff?**
  
- 7. Is the applicant about to independently use Google applications or does the applicant/student need hand over hand/one-on-one help each time to successfully complete this?**

**8. Please describe strengths that the applicant is likely to bring to the work environment.**

**9. Please describe challenges that the applicant may experience in the work environment.**