



Project | SEARCH®



Project SEARCH Application 2023-2024

Thank you for your interest in Project SEARCH!

Project SEARCH is a transition-to-work program that lasts for one (1) school year with continued employment support after completion of the program. Project SEARCH serves young adults with disabilities that need an intensive year of career development, internship experience, and support to reach their employment goals.

Selection Priorities:

- Between the ages of 18-21
- Currently enrolled in high school with all necessary credits finished
- Must have IEP or 504
- Have a desire to gain competitive employment at the end of Project SEARCH
- Family support and encouragement throughout the program
- Interested and willing to use public transportation (if needed) 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 and mail or email it back to:

- Lisa Lynch, Project SEARCH Employment Specialist at llynch@rampcil.org
- Attn: Project SEARCH
1 Kish Hospital Dr.
DeKalb, IL 60115

Step 2: The Project SEARCH Selection Team will:

- Review your application with consideration of your strengths, needs, and eligibility.
- Decide if you can move forward in the process.

- Inform you, your parent/guardian, and your school case manager of the next steps.

Step 3: If you are eligible to move forward, you must participate in our Project SEARCH Skills Assessment Day.

- **Assessment Day is March 16th from 9:00am to 1:30pm** at the Northwestern Medicine Kishwaukee Hospital Health & Wellness Center, 626 Bethany Rd, DeKalb IL 60115.

Step 4: The selection team will:

- Review your Assessment Day results along with your application information.
- Complete a parent/guardian interview.
- Contact you, your parent/guardian, and your case manager of the selection team's decision in regards to you participation in Project SEARCH

Project SEARCH Application Checklist

- Completed application packet
- Completed parent/guardian/support person survey
- Legal guardianship paperwork attached if applicable

****The below tasks must be completed by your school****

- Completed school personnel survey
- Sent the applicant's current IEP or 504, including any transition plans and goals
- Sent the applicant's attendance records

Project SEARCH Application

Please fill out this form. Your parent / guardian and someone from your school can help you, if needed. If interested, please 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 2023:

2. Parent/Guardian/support person

Name:

Home Address:

Phone Number(s):

Email:

Relationship to Applicant:

Preferred method of contact (phone call, email, or text):

3. Is someone helping you fill out this form? Yes No

- 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 yes, 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 or more of high school at the end of this school year?
10. Do you understand that, if enrolled in Project SEARCH, it will be your last year of high school? yes or no

Work/Volunteer/in school work experiences

11. Use the chart below to list any volunteer work, any work-related experience completed at school (helped in lunchroom/delivered newspapers to classrooms, etc.), any non-paid training, and any 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 (or more if desired).
- Are able to work independently and take direction from fellow staff and managers. Project SEARCH does not provide job coaching, but will work with your employer to help with accommodations and maintaining employment.

Answer the Questions Below

(This should be in the student's own words as much as possible)

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

13. How did you find out about Project SEARCH?

14. 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.

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

16. Does your family support your work goals? Explain your answer.

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

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

19. Have you received the COVID vaccine and are fully vaccinated? If not, are you willing to get the COVID vaccine as required by Northwestern Medicine Kishwaukee Hospital?

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 (32 or more hours per week)

part time employment (less than 32 hours per week)

other: _____

Eligibility for Other Services

20. Do you currently work with DRS (Division of Rehabilitation Services) / Vocational Rehab?

- If so, who is your counselor?

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.

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

Examples of public transportation: TransVac, TransDev, Huskie Busses, LOTS

- I know how to use public transportation
- I am willing to learn to use public transportation
- I already use a door-to-door or paratransit system
- I have a family member/support person who is willing to provide on-going transportation
- I have my own driver's license and plan to drive myself
- Other transportation (please explain) _____

Project SEARCH Intern Agreement

You and your parent/guardian/support person 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 policies of Northwestern Medicine Kishwaukee Hospital
- I will follow all policies of the Project SEARCH program.
- I will attend all meetings with my VR counselor, parent/guardian/support staff, teacher, skills trainer, 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** get a physical at Northwestern Medicine before starting Project SEARCH, complete a background check, get a flu shot, be up to date on school required vaccines, and be fully vaccinated against COVID per Northwestern Medicine requirements for working in the hospital. **Be aware that Covid policies could change.*

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

21. 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 llynch@rampcil.org or mail to:

Attn: Project SEARCH

1 Kish Hospital Drive

Dekalb IL 60115

School Personnel Survey

To applicant: Please take this survey to your case manager. They 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 llynch@rampcil.org, (815) 721-6359

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 able 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.