



Project | SEARCH[®]

Applicant Guidelines for Project SEARCH at Jefferson Health 2021-2022 Program Year

yaleschoolnj.com/about/project-search

IN COLLABORATION WITH



Application Purpose & Guidelines

The purpose of this application packet is to outline the skill set of the Project SEARCH student candidate. The student candidate should complete the application independently as much as possible. 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 the community rehabilitation partner and NJTIP (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 an Information Session on December 9th or 10th, 2020.
2. Submission of the completed application including the DVR Referral Form and the Release of Information Form to Y.A.L.E. School by March 1, 2021.
3. Submission of the School District's Referral Packet to Y.A.L.E. School via email or fax by March 1, 2021.
4. 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.
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 2021-2022 school year.
6. If accepted, students must pass a criminal background check and submit a current physical, immunization records, and PPD test.

IN COLLABORATION WITH

Highest priority for acceptance will be given to students who meet the following:

- *Oldest* students (18 – 21 age range) with priority given those approaching their 21st birthday
- Students who have finished their necessary credits for graduation
- Students who will benefit from participation in a variety of internships
- Students who will use independent or public transportation to access work and the local community
- 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

IN COLLABORATION WITH



Project SEARCH Intern Guidelines:

- Complete three unpaid job rotations within Jefferson Health.
- Attend the program every day for 7 hours per day (e.g. 8:30 a.m. – 2:30 p.m.), Monday through Friday.
- Understand that the Project SEARCH program is a 10-month program that follows an independent calendar and correlates with Y.A.L.E. School emergency closings.
- 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 the Project SEARCH Instructor, 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 per week).
- Actively pursue employment independently and through DVR.

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

IN COLLABORATION WITH

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 family meeting with a member of the Project SEARCH selection committee before the program begins.
- Help the Intern make work-appropriate choices in clothing and personal hygiene.
- Attend family education workshops.
- Attend six Employment Planning Meetings with Intern and staff members.
- Provide Project SEARCH staff with a phone number where you can be reached via phone or text during the day 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.

IN COLLABORATION WITH



Telephone (856) 482-5252

Fax (856) 779-7721

yaleschoolnj.com

2127CHURCH ROAD

CHERRY HILL, NJ 08002

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 CASE WORKER OR TEACHER.

- Completed Application Packet
- School District's Referral Packet emailed or faxed to Y.A.L.E. School
- 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

IN COLLABORATION WITH



Application Timeline for the 2020-2021 Program Year

- ✚ **December 9, 2020 at 6 PM or Dec. 10, 2020 at 10:30 AM-** Virtual Information session
- ✚ **January 15, 2021** - Virtual visit for interested students
- ✚ **March 1, 2021** - Completed Applications and DVR referrals and Release of Information forms due
- ✚ **March 2021** - Division of Vocational Rehabilitation Services (DVRS) Counselors open eligible cases.
- ✚ **March 25 and 26, 2021** – Assessment & Interview Day
- ✚ **April 2021** - Acceptance letters mailed
- ✚ **May 2021** – Annual review meetings held. IEP's written with affiliated school and Project SEARCH team members.
- ✚ **June – August 2021** -
 - On-boarding requirements completed
 - Family Workshops
 - Travel Training
 - Family Visits
 - Uniform Ordering
- ✚ **September 2021** - New Interns and families attend Welcome & Signing Day Event
- ✚ **September 2021** - Program Begins
- ✚ **September 2021** – Begin DDD application process.