



Project | SEARCH®

Applicant Guidelines for Project SEARCH at Novo Nordisk
2024-2025 Program Year

<https://yaleschoolnj.com/novo-nordisk-project-search/>

in collaboration with



I. 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 Novo Nordisk, Y.A.L.E. School, the NJ Division of Vocational Rehabilitation, the NJ Division of Developmental Disabilities, and Best Buddies, as the community rehabilitation partner.

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).

II. Application Process

A candidate for Novo Nordisk Project SEARCH follows a dual admission process that involves the special educational partner, Y.A.L.E. School, and the Project SEARCH Selection Committee. A favorable decision must be reached by both entities for an applicant to enter the program.

Step 1:

Candidate receives district approval to apply to Novo Nordisk Project SEARCH.

Step 2:

School District Case Manager verifies approval via email to: Y.A.L.E. School Admissions Coordinator, Karen Huber, khuber@yaleschoolnj.com

Step 3:

Student completes application to Novo Nordisk Project SEARCH with all required materials, including DVRS referral form (as noted on the Applicant Checklist found in these Guidelines) and provides to school district case manager to submit with school records. Candidate may also mail the Applicant Packet directly to Y.A.L.E. School at the address in below.

Step 4:

School District case manager scans or mails copy of school records to Y.A.L.E. Admissions Coordinator, Karen Huber, khuber@yaleschoolnj.com or sends to address below, with Applicant's Materials if requested by candidate:

**Karen Huber, Admissions Coordinator
Y.A.L.E. School
2127 Church Rd.
Cherry Hill, NJ 08002**

Step 5:

Y.A.L.E. School Admissions Office conducts record review; notifies Steering Committee that applicant is approved for Y.A.L.E. admission.

Step 6:

Applicant participates in Interview and Assessment Day.

Step 7:

Full Steering Committee reaches decision.

Step 8:

Decision letters are mailed to applicants.

III. Selection Process

1. Admissions will occur in three phases:
 - Priority Consideration: All application materials received by April 5, 2024.
 - 2nd Round: All application materials received by April 19.
 - Final Round and waiting list: Applications received after April 30

IMPORTANT Applications must be submitted in their entirety. Only Applicant Packets that are complete and include all materials noted on the Application Materials Checklist in these guidelines will be considered. An Applicant Checklist as well as a School District Checklist is included.

2. Selection Committee will interview and conduct skills assessments for priority and 2nd round applicants on April 29.
3. Steering Committee reviews results as a full team to reach an admission decision.
4. *All* applicants receive an admission decision letter from Novo Nordisk Project SEARCH Selection Committee no later than May 2024.
5. *Accepted* students receive dual notification from Novo Nordisk Project SEARCH Selection Committee and acceptance as a student by Y.A.L.E. School.

6. 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 2024-2025 school year.

IV. Acceptance Considerations

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

V. Onboarding

1. If accepted, students must complete all background check requirements of Project SEARCH prior to the start of Novo Nordisk.
2. Requirements include:
 - 8 Panel Drug Screen
 - Sanctionsbase
 - Courts – Federal Criminal Felony & Misdemeanor
 - Search Primary Name, Multi-jurisdictional (Residence Addresses – 7 years); AKAs, Multi-jurisdictional (Residence Addresses
 - Courts – State Criminal Felony & Misdemeanor
 - Search Primary Name, Multi-jurisdictional (Residence Addresses – 7 Years);
 - Education
 - Verify highest degree obtained
 - Employment
 - Contact 3 employers within the last 7 years – if the employment application does not cover 7 years of employment, additional employment can be taken from the resume if it is within 7-year scope
 - National Criminal Database
 - OIG & GSA Excluded Parties
 - Professional Designation
 - If required of the role
 - Sex Offenders
 - Search primary addresses only
 - Transunion Social Search

VI. Project SEARCH Family Guidelines:

This is going to be an exciting year for your family! While there is a classroom component to Project SEARCH, interns are treated as employees, not students. At first, this may be a stressful adjustment, especially within the first few weeks and when interns 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, parent responsibilities will include:

- Assist with applications and meeting deadlines, while making sure the Intern is completing paperwork independently as much as possible.
- Participate in an orientation with Project SEARCH team before the program begins.
- 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.)
- Attend family education workshops.
- Help the Intern make work-appropriate choices in clothing and personal hygiene.
- Provide Project SEARCH staff with a phone number where you can be reached via phone or text during the day and be available for spontaneous phone consultations if needed.
- Inform Project SEARCH staff immediately of any changes at home that may affect the Intern's performance or behavior during the program, including any changes in medication
- Attend six Employment Planning Meetings with Intern and staff members.
- 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 Materials Checklist

APPLICANT Checklist: (with assistance as needed from parent or guardian)

Note: Below materials must be submitted at one time, as a complete packet. If you need assistance compiling the information, please speak with your transition coordinator, case manager or teacher.

- Completed Novo Nordisk Project SEARCH Application
- Completed DVR Referral Form
- Copy of email communicating School District's support for Project SEARCH sent to
Y.A.L.E. School - Karen Huber: khuber@yaleschoolnj.com
- Copy of Medicaid or Health Insurance Card or Card Number # (if applicable)
- Copy of Guardianship Decree (if applicable)

Return completed APPLICANT Packet to:

Karen Huber, Admissions/Clinical Services Coordinator
Y.A.L.E. School
2127 Church Road
Cherry Hill, NJ 08002

Phone: (856) 482-5252

khuber@yaleschoolnj.com

OR

Provide to School District Case Manager to include with school records.

Project SEARCH Application Materials Checklist

SCHOOL DISTRICT CHECKLIST:

- Email sent to khuber@yaleschoolnj.com verifying district support for placement in Novo Nordisk Project SEARCH

- Student's School Records scanned/emailed to Karen Huber, Admissions/Clinical Services Coordinator, khuber@yaleschoolnj.com or mailed to:

Karen Huber, Admissions/Clinical Services Coordinator
Y.A.L.E. School
2127 Church Road
Cherry Hill, NJ 08002

Phone: (856) 482-5252

- If requested by applicant, include Applicant Packet and supporting materials with school records.

Application Timeline for the 2024-2025 Program Year

- ✚ **March 19 and April 9, 2024** – Information Sessions at Novo Nordisk
- ✚ **April 5 - Priority Applications Due** – Completed Applications, DVR referrals and Release of Information forms submitted as complete packet
- ✚ **April 19 – 2nd Round Applications Due** – Completed Applications, DVR referrals and Release of Information forms submitted as complete packet
- ✚ **April 2024** – Division of Vocational Rehabilitation Services (DVRS) Counselors open eligible cases
- ✚ **April 29, 2024** – Interview & Assessment Day at Novo Nordisk
- ✚ April 29, 2024 – Final Information Session at Novo Nordisk
- ✚ **April 2024** - Division of Vocational Rehabilitation Services (DVRS) Counselors open eligible cases
- ✚ **May, 2024** - Acceptance letters mailed
- ✚ **May 2024** – Annual review meetings held. IEP's written with affiliated school district and Project SEARCH team members.
- ✚ **June – July 2024** – Onboarding Requirements Met; Travel Training
- ✚ **August** – Intern/Parent Welcome Event
- ✚ **September 2024** – Program Begins/First Day Signing Event
- ✚ **September 2024** – Begin DDD application process.

NOTES