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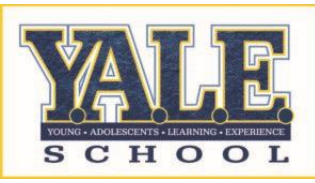
Project | SEARCH[®]

Applicant Guidelines for Project SEARCH at Jefferson Health 2025-2026 Program Year

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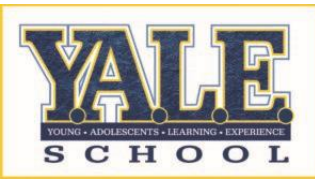
Application Purpose & Guidelines

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, and the Jewish Family and Children's Services, 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).

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Selection Process includes the following guidelines:

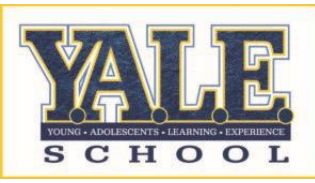
1. All students and parents are strongly encouraged to attend an Information Session.
2. Submission of the completed application including the DVR Referral Form, Photo Release Form, and the Release of Information Form to Y.A.L.E. School by March 1, 2025.
3. Submission of the School District's Approval to Y.A.L.E. School via email or fax by March 1, 2025. Please note on-time applications are prioritized. Late applications will be accepted, but only until all open internship spots in the program are filled. Contact Kitty Slater for more information.
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 opportunities.
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 2025-2026 school year.
6. If accepted, students must sign a photo and media release as well as records release form, pass a criminal background check and drug screening, and submit a current physical, immunization records including COVID vaccination, flu shot, and IGRA blood test.

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

- 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
- *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

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Project SEARCH Family Guidelines:

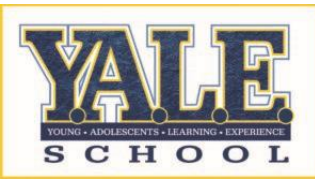
This is going to be a huge year for your family. While there is a classroom component to Project SEARCH, interns are treated as employees, not students. This can be a stressful adjustment, especially within the first few weeks and as they move between rotations. A successful intern has a strong support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

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

- Assisting with applications and meeting deadlines, while making sure the intern is completing paperwork independently as much as possible.
- Disclosing all information (medical, behavioral, social) about the intern that may impact successful completion of the program and/or future employment.
- Participating in a family meeting with a member of the Project SEARCH selection committee before the program begins.
- Following through on all necessary transition paperwork with state and local agencies, or assisting the intern to complete thoroughly and accurately (DDD, DVR, SSI, Access Link, Medicaid, etc.)
- Attending family education workshops, as provided.
- Helping the intern make work-appropriate choices in clothing and personal hygiene.
- Providing 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 if needed.
- Informing 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.
- Attending six Employment Planning Meetings with intern and staff members.
- Reinforcing 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.

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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, including records and photo/media release forms.
- Completed DVR Referral Form
- School District's support for Project SEARCH emailed 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 packet to:

Y.A.L.E. School

Attention:

Karen Huber, Admissions/Clinical Services Coordinator

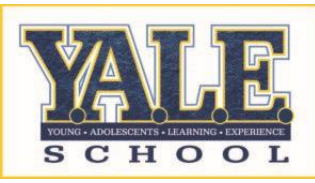
khuber@yaleschoolnj.com

or

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Application Timeline for the 2025-2026 Program Year

- ✦ **January 16 2025** - In person Information Session
- ✦ **March 1, 2025** - Completed Applications, DVR referrals and release of Information forms due
- ✦ **March 2025** - Division of Vocational Rehabilitation Services (DVRS) Counselors open eligible cases
- ✦ **April 3, 2025** - Assessment & Interview Day
- ✦ **April 2025** - Acceptance letters mailed
- ✦ **May 2025** - Annual review meetings held. IEP's written with affiliated school district and Project SEARCH team members.
- ✦ **September 2025** - Welcome & Signing Day Event
- ✦ **September 2025** - Program Begins
- ✦ **September 2025** - Begin DDD application process.

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