700 W. Marlton Pike
Cherry Hill, NJ 08002
Phone: 609-500-8031
Fax: 856-520-8178

Project SEARCH at Jefferson Health
Adult Applicant Guidelines
2026-2027

IN COLLABORATION WITH

Application Purpose & Guidelines

The Project SEARCH at Jefferson Stratford Hospital program invites interested candidates to share their skills, experiences, and interests to help our Steering Committee consider how the Project SEARCH program may benefit them by helping to meet their employment goals. The Steering Committee includes representatives from Y.A.L.E. Clinic and Jefferson Health, as well as state and local representatives from the NJ Division of Vocational Rehabilitation, the NJ Division of Developmental Disabilities, and Jewish Family and Children's Services, as the community rehabilitation partner.

When an application is submitted, the applicant, parent, support coordinator, counselor, or employer may be contacted by the Steering Committee to gather additional information. Our goal is to select applicants 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 applicants and parents/guardians/support coordinators are encouraged to attend an Information Session and review material to learn about the program and the admission process.

2. Applicants not receiving DDD Services should begin process to become eligible.

3. Applicants should inform their DDD Support Coordinator and DVRS Counselor of their desire to participate in Project SEARCH early in the application process.

4. Submission of the completed application including the DVRS Referral Form, Photograph, Video and Media Release Form, and the Release of Information Form to Y.A.L.E. Clinic by February 1, 2026

5. The Selection Committee will review the applications and interview the applicant; and if accepted, match the applicant's skill set and interests with the appropriate Project SEARCH opportunity.

6. Support Coordinators, Parents and Guardians may be asked to participate in an intake interview as part of the selection process.

7. If accepted, applicants must work with their support coordinator to revise their ISP and allocate funding from their DDD Employment Budget for Project SEARCH tuition costs.

8. If accepted, applicants must complete all Jefferson Health and Project SEARCH onboarding requirements.

Order of selection will be:

1. Applicants, approximately 21-30 years old, who are eligible for, currently receiving, or are working toward eligibility in DDD.
2. Applicants who are unemployed or underemployed and 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.
3. Applicants who will benefit from participation in a variety of internships.
4. Applicants who will use independent or public transportation to access work and the local community

Project SEARCH Agreement

I have read the below terms and conditions and agree to accept my placement in the Project SEARCH program. I understand that I may be asked to leave Project SEARCH if I fail to follow the terms and conditions.

I, _____, understand that I have been accepted into the Project SEARCH program and must abide by the following terms and conditions:

- I will plan with my support coordinator to revise my ISP and designate funding from my DDD Employment Day budget to meet Project SEARCH tuition costs
- I will complete all onboarding requirements of Jefferson Health and the Project SEARCH program, including but not limited to photo/media release, records release, and criminal background check.
- I will complete three unpaid job rotations within Jefferson Health.
- I will attend the program every day for 6 hours per day (8:30 a. m – 2:30 p.m.), Monday through Friday.
- I understand that the Project SEARCH program follows a ten-month calendar from September through June.
- I will contact my instructor and departmental supervisors when I am absent or tardy.
- I will adhere to the Jefferson Health Attendance Policy and disciplinary procedures. Regular attendance is essential for success in learning the skills in each internship rotation. Interns not adhering to the attendance policy will be withdrawn from the program.
- I will provide my own transportation to Jefferson Health.
- I will follow all the policies and procedures established by Project SEARCH and Jefferson Health.
- I will dress according to the dress code and uniform requirements of the assigned host site and/or rotation.
- I will attend 6 Employment Planning Meetings during the program year with my PS Instructor, support coordinator, VR counselor, job developer, skills trainers, and family members. I will be an active participant and be forthcoming with information of my performance during each meeting.
- I understand that the desired outcome for me in Project SEARCH is full or part-time (no less than 16 hours per week) paid employment in the community.
- I will maintain scheduled meetings with the job developer or skills trainers from JFCS, be an active participant in pursuing employment, and utilize my family supports and community connections to obtain meaningful employment of 16 hours or more.
- Parent, caregiver, or support person agrees to attend 6 Employment Planning Meetings held during the 2026-2027 school year and to support the policies of the Project SEARCH at Jefferson Health program, including but not limited to policies regarding transportation, attendance, and good hygiene and to support the intern's goal of employment in the community at the end of the program
- I understand that incorrect or incomplete information provided on the Project SEARCH application could impact my ability to enter or complete Project SEARCH at Jefferson Health.
- Release of Information: My records, including but not limited to the DDD Individualized Service Plan (ISP), Person-Centered Planning Tool (PCPT), NJ DVRS employment and job performance records, Steering Committee interview and assessment results, educational and vocational evaluations, and physician or other service provider/ specialist reports in the case of conditions that may impact attendance, safety or workplace accommodations, may be transferred to Y.A.L.E. Clinic for review by

the Y.A.L.E. Clinic Admissions Coordinator and by the Project SEARCH program staff and Steering Committee Members.

- Equal Opportunity: Career placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.

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

Project SEARCH Support Guidelines for parents, guardians, and support coordinators:

A successful intern has a strong support network. To help the applicant be successful throughout the application process and the Project SEARCH Program year, you may be asked to do the following:

- Assisting with applications and meeting deadlines, while making sure the applicant is completing paperwork independently as much as possible.
- Disclosing all information (medical, behavioral, social) about the applicant 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.

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 please speak with your parent, support coordinator or DVRS counselor.

- ❑ **Completed Application Packet, including the following:**
  - **Consent for Release of Information, including but not limited to:**
    - New Jersey Individualized Service Plan (NJISP), Person-Centered Planning Tool (PCPT) – please provide, if available
    - Employment and job performance records, if requested
    - Educational records, if requested
    - Physician or other service provider/ specialist reports, if requested
  - **Photograph, Video and Media Release Form**
- ❑ **Career Assessment –** please provide most recent vocational evaluation or career interest survey, if available
- ❑ **Completed DVR Referral Form**
- ❑ **Copy of Medicaid or Health Insurance Card or Card Number # (if applicable)**
- ❑ **Copy of Guardianship Decree (if applicable)**

Return completed Packet to: Margaret Chapman, Program Manager

Y.A.L.E. Clinic
700 W. Marlton Pike
Cherry Hill, NJ 08002

Or mchapman@yaleclinic.org

Office: 609-500-8031
Cell: 609-280-8284

Application Timeline for the 2026-2027 Program Year

December 3, 2025 - In-person Information Session

February 1, 2026 - Completed Applications, DVR referrals and Release of Information forms due

March 2026 - Division of Vocational Rehabilitation Services (DVRS) Counselors open eligible cases

March 2026 (or before) - Meet with your DDD Support Coordinator to discuss allocating funding from your DDD Employment Day Budget for Project SEARCH tuition.

March 2026 - Assessment & Interview Day

April 1, 2026 - Acceptance letters mailed

May 2026 - Project SEARCH Family Meetings

May 2026 - Meet with Support Coordinator to revise ISP and develop SDR

June – August - Onboarding and Transportation Training

September 2026 - Welcome & Signing Day Event

September 2026 - Program Begins