



Project | SEARCH®



## Student Intern Application Packet 2022 - 2023

**Student Intern  
Name** \_\_\_\_\_

**High School** \_\_\_\_\_

**School District** \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**For more information contact:**

Takashi Rhoulac @ 302-733-5985

Kathleen Mattix @ 302-454-3400

Samantha Manchester @ 302-733-5984

**Submit completed application packet to: [projectsearch@redclay.k12.de.us](mailto:projectsearch@redclay.k12.de.us)**

The purpose of this application packet is to outline the skill set of the Project SEARCH student candidate. This application enables the *Project Search Selection Committee* to properly assess each student candidate's skills, abilities and background. A parent, student, counselor, teacher, or employer may be contacted by the *Selection Committee* to gather additional information. Our final goal is to select students who will be successful in a Project SEARCH program and reach the outcome of competitive employment.<sup>1</sup>



# Project SEARCH ChristianaCare 2022 – 2023 APPLICATION



## APPLICATION PACKET CHECKLIST

**Required Documentation** *All the required documents must be completed and submitted together for consideration*

### Completed Application Packet Checklist: Did you include the following items?

- Completed Project SEARCH Application
- Current Individual Education Plan (IEP) with Copy of Student Transition Survey
- Current Evaluation Summary Report (ESR)/ Psychological Evaluation  
Please note: Due to beginning of year activities and introduction to the internships, triennial evaluations that will expire prior to December 1<sup>st</sup>, should be completed by the Home District prior to enrollment.
- Behavior Support Plan (if applicable)
- High School Transcript/ School Transcript from any other formal training
- Attendance Record
- Red Clay Consolidated School District Student Data Card (SDC)
- Completed Permission for Release of Information
- Photo of applicant
- State Identification Card/ Driver's License
- Birth Certificate
- Copy of Insurance Card
- Copy of Social Security Card
- Resume (optional)

## RECRUITMENT TIMELINE FOR 2022 – 2023

- Information Session – Thurs, January 13<sup>th</sup> or Tues, February 8<sup>th</sup> at 10 am; Tues, January 25<sup>th</sup> or Thurs, February 24 at 6pm
- Skills Assessment & Interview – Day #1 - January 12, 2022
- Skills Assessment & Interview – Day #2 - February 16, 2022 \*
- Skills Assessment & Interview – Day #2 - March 16, 2022 \*
- Student Notification of Acceptance – By Friday, April 8, 2022
- Accepted Families attend Family Resource Night – Thursday, April 28<sup>th</sup> 6 pm – 8 pm
- Classroom and/or Community observations conducted by Skills Trainers, if needed – February/March 2022
- Open House – August 2022
- Intern's First Day – August 2022

\* Applications are reviewed beginning in January and continue to be reviewed until we meet our enrollment capacity of 12 students. We will no longer accept applications once we meet our enrollment capacity.



# Project SEARCH ChristianaCare 2022 – 2023 APPLICATION

## **PROGRAM ENTRANCE CRITERION**

- Is between 18-21 years of age by August 31, 2022
- Has completed requirements necessary for graduation or certificate
- Agrees that this will be the last year of student services and will accept diploma or certificate at the end of Project SEARCH
- Found eligible for vocational rehabilitation or has a submitted referral in progress
- Is eligible for division of developmental disabilities services and other providers as necessary for follow along services or has a submitted referral in progress
- Willing to participate in travel training to maximize independence in travel (preferred, but not required)
- Has previous experience in a work environment (including school, volunteer, or paid work)
- Is able to pass drug screen and felony check; have immunizations up to date
- Desires and plans to work competitively in the community at the conclusion of the Project SEARCH program

# Project SEARCH ChristianaCare 2022 – 2023 APPLICATION Tuition Acknowledgment Form



Project SEARCH is tuition-based program. For a Project SEARCH application to be considered complete, the home district must complete and return the acknowledgement form with the understanding that the home school district will be financially responsible for the tuition payable to the Red Clay Consolidated School District.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Student Intern/Applicant Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

High School: \_\_\_\_\_ School District: \_\_\_\_\_

Is the referring district, Red Clay Consolidated School District?

- YES** *no signature is required*
- NO**

Is the referring district the student's home district?

- YES**
- NO** *If no, no signature is required. Red Clay Consolidated School district will contact and require the home district to complete the signature form.*

## Signatures

**Director/ Supervisor of Special Education Home School District:**

\_\_\_\_\_  
Print Signature Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Director of Finance:**

\_\_\_\_\_  
Print Signature Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The above signature denotes the district understands and agrees to be financially responsible for the tuition to the Red Clay Consolidated School District.

# **Project SEARCH ChristianaCare 2022 – 2023 APPLICATION Positive Personal Profile**



**To be completed by the Special Education Case Manager about the student intern**

- 1. Dreams and goals**
- 2. Interests**
- 3. Talents, skills and knowledge**
- 4. Learning styles**
- 5. Values**
- 6. Positive Personality Traits**
- 7. Environmental Preferences**
- 8. Dislikes, Pet peeves and Idiosyncracies**
- 9. Work experience**
- 10. Support System(s)**
- 11. Specific Challenges**

**Project SEARCH ChristianaCare**

# 2022 – 2023 APPLICATION

*To be completed by the Special Education Case Manager about the student intern*

## SERVICE AGENCIES:

Are you currently a client of any of the following agencies?

Division of Developmental Disability Services (DDDS)	Yes	No
Division of Vocational Rehabilitation (DVR)	Yes	No
Division of Visually Impaired (DVI)	Yes	No
Division of Family Services (DFS)	Yes	No
Department of Labor	Yes	No
Division of Child Mental Health	Yes	No
Division of Adult Mental Health	Yes	No

Other Private Service Providers: Please list: \_\_\_\_\_

Are you receiving any social security benefits? Yes No

## BEHAVIORAL SUMMARY:

Does the student applicant have any behaviors that require additional support? Yes No

Please Explain:

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Does the student applicant currently have or has had a behavior plan? Yes No

If yes, please attach.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Project SEARCH Christiana Care 2022 – 2023 APPLICATION



Please rate the following on a scale of 0 (area of concern) to 5 (area of strength).

**To be completed by the Special Education Case Manager about the student intern**

Characteristic/Skill	Rating *	Comments
Communication		
Hygiene		
Attendance		
Work Stamina		
Ability to follow directions		
Ability to work without supervision		
Reading skills		
Math skills		
Ability to relate to peers and work in teams		
Flexibility		
Ability to transition from one activity to another		
Dependability		
Ability to take initiative		



Computer skills		
Ability to self-assess or self-evaluate		
Self-esteem		

**\*A rating lower than 5 in any category requires a comment**

**Additional comment regarding the student's strengths and weaknesses:**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Application for Admission

To be completed by the Student, Family or School

## EMPLOYMENT

Do you plan to work during the school year, in addition to being in the District SEARCH Program?

Yes      No

If yes  
where? \_\_\_\_\_

How many  
days/ hours? \_\_\_\_\_

List jobs you do or have done in school or in the community:

Employ	Job Title	Job Duties	Supervisor Name	Contact Number	WAS THIS A PAID Position?
		1.  2.  3.			Yes  No
		1.  2.  3.			Yes  No

Have you ever been fired from a job?      Yes      No

If yes, please explain:

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Have you ever quit a job?      Yes      No

If yes, please explain:

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# Application for Admission

To be completed by the Student, Family or School

## INDEPENDENT LIVING:

Medications/ dosage/ Time of day taken by student

Medication	Dosage	Time of day

List any health, medical issues or limitations that may require additional support:

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## STUDENT RESPONSE QUESTION:

Why do you want to come to Project SEARCH? (Complete in your own words with or without assistance to write your response.)

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The person assisting the student, if any, to complete this application is:

\_\_\_\_\_  
Name (Please Print) Title Date

\_\_\_\_\_  
Signature

# Application for Admission



**To be completed by Student and family**

## Intern Contract

**Please read, sign and date.**

I \_\_\_\_\_ understand that interns in the Project SEARCH program must abide by the following terms and conditions:

- I will complete at least three unpaid job rotations within the host business.
- I will attend the program every day (Monday through Friday) during Project SEARCH hours.
- I understand that the Project SEARCH program correlates with the Red Clay Consolidated School District calendar.
- I will dress appropriately, and wear required attire.
- I will contact my instructor, skills trainer, and site supervisor when I am/will be absent or tardy.
- I understand that I will be responsible for transportation to and from the host site. I will learn to use public transportation, when available.
- I will follow all the rules established by the program and host business.
- I will attend scheduled meetings with my rehabilitation counselor, parents, instructor, and business staff.
- I will be an active participant and communicate any issues at our meetings.
- I will meet regularly / as scheduled with my DVR counselor/DDDS Case Manager to pursue employment.
- I will meet regularly with my Job Developer to pursue employment.
- I will actively participate in employability class and complete assignments.
- I will maintain effective communication with the Project SEARCH team by checking emails, text messages, and voicemails regularly.
- I will attend at least 85% of the instructional program and internship.
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I have read the above and understand that I must agree to these terms IF I am accepted 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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



**RED CLAY CONSOLIDATED SCHOOL DISTRICT  
AUTHORIZATION FOR THE RELEASE OF INFORMATION**

<b>CLIENT/STUDENT:</b>	<b>DATE OF BIRTH:</b>
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**I hereby authorize the following individuals or organizations to release/receive information:**  
 Red Clay Consolidated School District, Project Search Partners: ChristianaCare, Department of Education, Division of Developmental Disabilities Services, Division of Vocational Rehabilitation and Respective Partner responsible for job development (Community Integrated Services (CIS)/Autism Delaware POWER)

**To/from the following individuals or organizations:**  
 Red Clay Consolidated School District, Project Search Partners: ChristianaCare, Department of Education, Division of Developmental Disabilities Services, Division of Vocational Rehabilitation and Respective Partner responsible for job development (Community Integrated Services (CIS)/Autism Delaware POWER)

**The type of information to be provided is:**

<input checked="" type="checkbox"/> Educational Records/Reports	<input checked="" type="checkbox"/> Medical Records/Reports
<input checked="" type="checkbox"/> Current IEP	<input checked="" type="checkbox"/> Psychiatric Evaluation/Report
<input checked="" type="checkbox"/> Speech-Language Evaluation/Report	<input checked="" type="checkbox"/> Neurological Evaluation/Report
<input checked="" type="checkbox"/> OT/PT Evaluation/Report	<input checked="" type="checkbox"/> Psychological Evaluation Report
<input checked="" type="checkbox"/> Participation in IEP team meeting	<input type="checkbox"/> Other _____

**The purpose of providing this information is:** *to gather records and information to assist in the development of your child's educational program.*

This authorization is valid until:  
 One year from the date of signature  
 The following date or event: \_\_\_\_\_

**In signing this authorization, I understand:**  
 This authorization is voluntary, and services are not dependent on my authorization. I have a right to receive a copy of my authorization.  
 This authorization may be revoked at any time by writing to the originating agency. The revocation will be effective on receipt but will not affect actions taken prior to receiving my revocation.  
 If I request release of information to individuals or organizations that are not subject to state or federal privacy regulations, the information could be re-disclosed without privacy protections.

**Client/Student**

**Signature\*** \_\_\_\_\_

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Representative Signature (Parent, Guardian, Custodian [Circle One])** \_\_\_\_\_

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

\*The signature of a minor client (under age 18) is required for the release of information which is, for example, from a school-based Wellness Center protected by federal regulations on the Confidentiality of Alcohol and Drug Abuse Patient Records

Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2

Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 CFR Parts 160 & 164

Family Educational Rights and Privacy Act ("FERPA"), 34 CFR Part 99

## Project SEARCH ChristianaCare partners:



### **1The Selection Process includes the following guidelines:**

1. The *Selection Committee* will include the following: (1) the Project SEARCH instructor from Red Clay Consolidated School District, (2) representative(s) from ChristianaCare, (3) Division of Vocational Rehabilitation (Counselor); representative(s), (4) representatives from Outside agencies (TBD), representative(s) from Office of Special Services for Red Clay Consolidated School District.
2. The Selection Committee will review the application packets according to the designated timelines and interview eligible students.
3. If accepted, an IEP will be developed with the IEP team for the 2022 – 2023 school year.
4. If accepted, the student must be able to pass a criminal background check, drug screening and any other tests deemed necessary by the host business.