

**Application for**

**2018-2019**

**School Year**





**Application Timeline**

**2018-19**

**11/03/17**

* **Deadline to sign up for 11/08/17 Group** **Tours \*\***

**11/24/17**

* **Deadline to sign up for 11/29/17 Group** **Tours \*\***

\*\* Options:

* Sign up for a group tour on 11/08 or 11/29/17
* Sign up for an individual tour by contacting:
	+ Fifth Third Bank Project SEARCH: Norma Golden, Teacher

616-653-2042 (classroom) / goldenn@grps.org

* + Spectrum Health Project SEARCH: Arnaldo Melendez, Teacher

616-819-2759 or 616-391-9731 (Spectrum Health voice mail) / melendeza@grps.org

**1/31/18**

* **Project SEARCH Application Deadline – Application includes:**
	+ School staff referral form, school records, and student application

**3/27 & 3/28/18**

* **Fifth Third Project SEARCH Interviews**

**3/28 & 3/29/18**

* **Spectrum Health Project SEARCH Interviews**

**First week of June**

* **Transition IEPs** for accepted applicants

**8/27/18 (Tentative)**

* **School begins**. Student reports to hospital or bank at 8:00am.

 **Project SEARCH**

High School Transition Program

CANDIDATE PROFILE

A Project SEARCH Candidate must:

1. **Have the desire and plan to work competitively in the community at the conclusion of the Project SEARCH program (at least 20 hours/week at minimum wage or more).**
2. Be 18-26 years of age.
3. **Be referred by a school staff from his or her IEP team.**
4. Have toured a Project SEARCH site or attended information session & expressed the desire to participate.
5. Be eligible for Special Education Services. This means you are:
* Enrolled in a public school or have made contact and have agreement with resident district about a plan to enroll
* Have an up-to-date IEP and REED or arrangements made with resident district to have an updated IEP / REED completed
* If student attends a private school and has a Non-Public Service Plan in place, a plan for enrollment, IEP, & REED should be made with the resident district / public school.
1. Agree that this will be the last year of student services, and student will accept certificate of completion or diploma at the end of the Project SEARCH school year.
2. If on a diploma track, have approval from the resident district and Project SEARCH school staff to complete remaining academic credits while at Project SEARCH during the time allowed for classroom (8-10:00am Mon-Fri). Diploma bound students will be evaluated/accepted case by case.
3. Be able to benefit from and in need of vocational training before competitive employment
4. Have reliable attendance.
5. Have independent daily living, personal hygiene and grooming skills.
6. Maintain appropriate behavior and social skills in the workplace.
7. Take direction from supervisors and change behavior.
8. Be able to communicate effectively.
9. Have interest training in a healthcare or business setting.
10. Understand that Project SEARCH is an unpaid internship.
11. Have a plan to utilize independent transportation options, *and* be trained to travel independently.
12. Have previous experience in a work environment (school, volunteer, and/or paid work).
13. Demonstrate or show clear potential for working independently in the Project SEARCH setting for up to 4 hours at a time.
14. Meet eligibility requirements for Michigan Rehabilitation Services.
15. Pass drug screen and criminal background check, and have up-to-date immunizations.
16. Meet host business usual employee requirements.
17. Complete application and interview process.

**Goal: 12 interns and 3 alternates at each site**

 **Referral / Application Packet Checklist**

Date received by

 Project SEARCH

**[ ]  Project SEARCH Referral Form** (school staff completes) **\_\_\_\_\_\_\_\_\_\_\_**

**[ ]  Current IEP ……………………………………………………… \_\_\_\_\_\_\_\_\_\_\_**

**[ ]  Most recent MET** (including scores or psychology report) **\_\_\_\_\_\_\_\_\_\_\_**

**[ ]  Attendance Record …………………………………………….. \_\_\_\_\_\_\_\_\_\_\_**

**[ ]  Project SEARCH Application …………………………………. \_\_\_\_\_\_\_\_\_\_\_**

**[ ]  Copy of State ID …………………………………………………. \_\_\_\_\_\_\_\_\_\_\_**

**[ ]  Copy of Social Security Card …………………………………. \_\_\_\_\_\_\_\_\_\_\_**

**[ ]  Guardianship Papers** (if applicable)\* **………………………… \_\_\_\_\_\_\_\_\_\_\_**

\*This is for students who are over 18 and have a guardian

 established by court order. If this is the case, please provide a

 copy of guardianship/legal papers with your application

**Return completed packet to:**

**Cathy Piechocki**

1250 Sigsbee St SE Grand Rapids, MI 49506

Office: 616-819-2759

Fax: 616-819-2200

E: piechockic@grps.org

**Application and Selection Guidelines**

The purpose of the application packet is to outline the skill set of the Project SEARCH student candidate and to enable the Selection Committee\* to 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 goal is to select students who will be successful at a host business site and who have the desire and plan to be competitively employed after the program.

* If accepted, an IEP will be developed with the IEP team for the 2018-19 school year.
* If accepted, student must be able to pass a criminal background check and drug screen.

\* *Please note: The Project SEARCH Selection Committee will include a GRPS Project SEARCH administrator, representatives from the host business, a Michigan Rehabilitation Services Counselor, Hope Network staff and other agency/school representatives.*

**REFERRAL FORM**

Project SEARCH of Kent County

Post Secondary Transition Program

**In which Project SEARCH site is the student interested?**

 [ ]  Fifth Third [ ]  Spectrum Health

**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s Full Name:**

**Resident District:**

**Date of Birth:**

**School Staff Referring Student:**

**Job Title:**

**School:**

**School Staff Phone:**

**School Staff E-mail: \_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_**

**Office Hours/Good time to reach me:**

**Parental rights and age of majority** (check the box next to the statement that applies):

 [ ]  The student is age 17 and will be 18 by August 27, 2018 or by (Date of Birth): \_\_\_\_\_\_\_\_\_\_\_

 [ ]  The student has turned 18 and the student and parent were informed of parental rights that

 were transferred to the student at age 18, including the right/responsibility to sign paperwork

 such as release of information forms.

 [ ]  The student has turned 18 and there is a guardian established by court order. If this is the

 case, please provide a copy of guardianship papers with this form.

**Please read Candidate Profile / Participation Criteria on p. 3 of application packet & check one:**

[ ]  I have seen the Project SEARCH participation criteria and the student meets criteria 1-18

\* The Project SEARCH Selection Committee will determine if the candidate meets criteria 19-22

[ ]  I have concerns about the following criteria:

Please list 3 job-related strengths the student has:

1.

2.

3.

Please list 3 job-related skill areas that need improving during the time at Project Search:

1.

2.

3.

**REFERENCES** (From school and any prior work experience):

Recommended people to list as references: Kent Transition Center (KTC) staff, Your Michigan Rehabilitation Services (MRS) Counselor if applicable, agency Supports Coordinator or Community Living Supports (CLS worker), or supervisor employed by business where you worked, volunteered, or did work based learning

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **School or work?** | **Phone Number** | **Email Address** |
| 1. |       |       |       |       |
| 2. |       |       |       |       |
| 3. |       |       |       |       |

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Project SEARCH referral form, IEP and MET, attendance record, Project SEARCH application, Copy of State ID, Copy of Social Security Card, Guardianship Papers (if applicable)

# Grand Rapids Public Schools

# Project SEARCH

APPLICATION FOR 2018-19 ADMISSION

Student is applying for (check one): [ ]  Fifth Third Bank [ ]  Spectrum Health [ ]  Both

Student is living with (check one): [ ]  Parent [ ]  Independently [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | **Applicant’s Personal Data:** |
| Name: |       |       |       |
|  | Last | First | Middle |
| Address: |       |       |       |
|  | Street | City | Zip Code |
| Student Home Phone: |       | Student Cell Phone: |       |
| Student E-mail: |       |
| Last 6 digits of student’s social security number: |       |
| Parent Name: |       |
| Parent Home Phone:  |       | Parent Cell Phone: |       |
| Parent Work Phone: |       |
| Parent E-mail: |       |
| Doctor’s Name: |       |       |       |
|  | Last | First | Phone number |
| Are you over 18 and your own legal guardian?  | Yes | [ ]  | No | [ ]  |
| If you are 18 or older, has someone **been to court** to become your legal guardian? If yes, please include a copy of the guardianship papers from the court with this application and provide legal guardian’s name/number below. Legal Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_ | Yes | [ ]  | No | [ ]  |
|  |  |
| Is there someone other than a legal guardian who helps you make decisions (i.e. parent, family member, or caregiver)? If yes, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes | [ ]  | No | [ ]  |
| Are the people who help you make decisions in support of you working? | Yes | [ ]  | No | [ ]  |
| **Men’s** shirt size (Spectrum Health applicants only)  | Sm | [ ]  | Med | [ ]  | L | [ ]  | XL | [ ]  | XXL | [ ]  |

**EMPLOYMENT BACKGROUND:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If accepted, do you plan to work **during** the Project SEARCH Program? | Yes | [ ]  | No | [ ]  |
| If you are not selected for Project SEARCH, or if you opt not to participate, what other options have you discussed with your school staff or MRS counselor?  |

**CRIMINAL BACKGROUND:**

***Please Note****: Criminal background screens will be conducted on individuals prior to placement in a Project SEARCH internship. These screens include felonies/misdemeanor convictions. We will not automatically exclude applicants with criminal records from consideration but will consider the nature of the offense, the time that has passed, and whether it is relevant to the internship duties.*

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  |  No | [ ]  |

Have you ever been convicted of a felony or misdemeanor?

**If yes, what was the offense and when did it happen?**

|  |
| --- |
|       |

|  |
| --- |
| **Student/Parent/Guardian Information:** |
| 1. Since the goal of Project SEARCH is competitive employment, parent/student agrees that upon successful completion of this transition program, the expectation is that student will accept their Certificate of Completion or Diploma and maintain focus on employment.
2. Certificates of Completion or Diplomas are awarded to students from their district of residency after the successful completion of a Project Search internship.
3. Student cannot accept Certificate of Completion or Diploma from high school unless all requirements are met.

4.   Equal Opportunity:  Placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.5.   An application is not a guarantee of placement in Project SEARCH. |

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