Grand Rapids Public Schools
Project SEARCH Program

Application for
2016-2017
School Year
2016-17 Application Timeline

- **Year Round (Oct 2015-May 2016)** - Student Tours

- **February 5, 2016** – Application Deadline for Feb/Mar Interviews

- **February 10, 2016** (tentative) – Selection Committee reviews applications for Feb/Mar Interviews

- **Late February** – 1:1 candidate screening meetings with MRS

- **February 29 & March 1, 2016**
  - Spectrum Health - Day Visit, Interview, Assessment (6 students each day)

- **March 2 & 3, 2016**
  - Fifth Third – Day Visit, Interview, Assessment (6 students each day)

- **April 8, 2016** – Application Deadline for May Interviews

- **April 13, 2016** (tentative) – Selection Committee reviews applications for May Interviews

- **Late April** – 1:1 candidate screening meetings with MRS

- **May 23 & 24, 2016**
  - Spectrum Health – Day Visit, Interview, Assessment (6 students each day)

- **May 25 & 26, 2016**
  - Fifth Third – Day Visit, Interview, Assessment (6 students each day)

- **Spring** – Accepted interns turn in signed student contract

- **Early June** – Referring school staff deadline for:
  - Transition IEPs for accepted Project SEARCH Interns
  - Special Ed Director’s approval of Project SEARCH placement
  - Transportation arrangements

- **Late August**
  - Fall Orientation for Project SEARCH Interns
  - Late interviews for 2016-17 may be scheduled if one or more spot is open

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

* Candidates for 2016-17 only need to attend one Day Visit / Interview (either in March or May)
Project SEARCH
High School Transition Program
Participation Criteria

Student must:

➢ 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).

➢ Have toured a Project SEARCH site & expressed the desire to participate.

➢ Be 18-26 years of age.

➢ 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 MET or arrangements made with resident district to have an updated IEP / MET completed
  • If student attends a private school and has a Non-Public Service Plan in place, a plan for enrollment, IEP, & MET should be made with the resident district / public school.

➢ 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 school year.

➢ 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.

➢ Be able to benefit from and in need of vocational training before competitive employment

➢ Have reliable attendance.

➢ Have independent daily living, personal hygiene and grooming skills.

➢ Maintain appropriate behavior and social skills in the workplace.

➢ Take direction from supervisors and change behavior.

➢ Be able to communicate effectively.

➢ Have interest training in a healthcare or business setting.

➢ Understand that Project SEARCH is an unpaid internship.

➢ Have a plan to utilize independent transportation options, and be trained to travel independently.

➢ Have previous experience in a work environment (school, volunteer, and/or paid work).

➢ Meet eligibility requirements for Michigan Rehabilitation Services.

➢ Pass drug screen, criminal background check, and immunizations up to date.

➢ Meet host business usual employee requirements.

➢ Complete application and interview process.

➢ Demonstrate or show clear potential for working independently in the Project SEARCH setting for up to 4 hours at a time.

Goal: 12 interns and 3 alternates at each site

Revised 11-17-15 – Application p. 3
Referral
Instructions for
SCHOOL STAFF

Step 1: Learn about Project SEARCH - especially participation criteria.

Suggestions:

- Call Cindy Alferink 464-1176 for information about open houses
- **Schedule a tour** by calling:
  - Lisa Erhan, Teacher for Spectrum Health Project SEARCH:  (616) 822-7711
    Spectrum Health tours are Tuesdays & Fridays at 10:15
  - Norma Golden, Teacher for Fifth Third Project SEARCH:  (616) 653-2042

Step 2: **Identify students** who meet the participation criteria or who are likely meet it within 1-3 years.

- For assistance determining if a student meets participation criteria for Project SEARCH, please have the student's most recent IEP & MET ready and consult with a Project SEARCH team member or the MRS counselor assigned to your district.

Step 3: **Inform students/families about Project SEARCH.**

- Assist students with scheduling a tour (required for interview).

Step 4: **Assist student with submitting an application**

- 2 page Project SEARCH application form
  If a student is applying for both KVO and Project SEARCH, only the KVO application needs to be completed (with the Project SEARCH box checked on the form)
- Most recent IEP, MET with signatures, & attendance record (from school records)
- Reference form (completed by school staff).
- Copy of social security card, & state ID
- A copy of guardianship papers (if applicable)*
After Interview
Instructions for
SCHOOL STAFF

If student is **not** accepted or opts not to accept Project SEARCH placement, please:

- □ Assist him/her with access to other school programming or vocational supports
- □ Encourage him/her to apply next year.

If student **is** accepted to Project SEARCH, the student will need:

1) Assistance from current school staff with:

- □ Resident District Special Education Director approval of placement in Project SEARCH
  - Either by letter or e-mail to ochoal@grps.org.

- □ Transition IEP completed with the current school team by 6/10/16.

- □ Transportation arrangements.
  - Students should be trained to travel to the Project SEARCH site independently.
  - For students who live off the public bus route and eligible for transportation assistance through the referring school system, arrangements must be made prior to the end of the 2015-16 school year (or prior to consideration for late interview).
  - Students who take door-to-door transportation through the school system must have a plan for transitioning to independent travel by the end of the 2015-16 school year.

2) To follow through with Project SEARCH staff. Student will be required to:

- □ Attend Project SEARCH Orientation.

- □ Turn in immunization record, birth certificate & proof of residency - It is helpful if school staff can provide a copy of immunization record and/or birth certificate if it is in the school record.

- □ Pass criminal background check, drug screen, TB test (arranged with Project SEARCH)

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.

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

To be completed & returned by school staff with most recent IEP, MET, & attendance record

<table>
<thead>
<tr>
<th>Student is applying for (check one):</th>
<th>Resident School District:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Fifth Third Bank ☐ Spectrum Health ☐ Both</td>
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<tr>
<td>☐ Yes ☐ No</td>
<td></td>
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<tr>
<th>Is the student enrolled in the current school year?</th>
<th>Student Phone:</th>
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</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
<td></td>
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</table>

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<thead>
<tr>
<th>Is there a plan to enroll for the upcoming school year?</th>
<th>Date your are completing this form:</th>
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<tr>
<td>☐ Yes ☐ No</td>
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<thead>
<tr>
<th>Did you read referral instructions for school staff (p.4-5 of application packet)?</th>
<th>Staff Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
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<table>
<thead>
<tr>
<th>School staff who completed form:</th>
<th>Applying for Project SEARCH school year:</th>
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<table>
<thead>
<tr>
<th>Date of most recent IEP</th>
<th>Date of next IEP (or note “not scheduled”)</th>
<th>Date of most recent MET</th>
<th>Date of next MET (or note “not scheduled”)</th>
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<tr>
<th>Other available option(s) for school programming, vocational training, or job placement that have been discussed with this student if he/she is not selected for Project SEARCH:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Name of Resident District Special Education Director:</th>
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</table>

<table>
<thead>
<tr>
<th>Please check one:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Special Ed Director is aware that this student is screening for Project SEARCH AND approves placement in Project SEARCH if accepted</td>
</tr>
<tr>
<td>☐ Special Ed Director is aware that this student is screening for Project SEARCH BUT needs to be notified if student is accepted BEFORE approving placement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please read Participation Criteria as printed on p. 3 of application packet &amp; check one:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ I have seen the Project SEARCH participation criteria and the student meets the criteria</td>
</tr>
<tr>
<td>☐ I have concerns about the following criteria:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Student is not diploma bound. He/she is finished with classes and plans to accept Certificate of Completion at the end of the Project SEARCH school year.</td>
</tr>
<tr>
<td>☐ Student is diploma bound. The resident district supports a plan to complete remaining credits during the time allotted for Project SEARCH on site classes, approximately 2 hours per day.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does student have behavior that might impact a successful job placement?</th>
<th>If yes, please explain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
<td></td>
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</table>

Revised 11-17-15 – Application p. 6
GUARDIANSHIP

<table>
<thead>
<tr>
<th>Does student have a legal guardian who signs paperwork on his/her behalf?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If so, is it appropriate for Project SEARCH staff to contact the guardian to arrange for him/her to sign releases for background check and/or release of information for MRS / funding purposes?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Legal Guardian’s Name | Phone Number:

COMMITMENT TO COMMUNITY EMPLOYMENT

☐ I have talked to student’s family about Project SEARCH & they support student’s participation.

☐ The student and his/her family understand that the goal is competitive employment at the end of the school year and they support that goal.

SERVICE AGENCIES:

<table>
<thead>
<tr>
<th>Does student have a Voc Rehab Counselor or open case with Michigan Rehabilitation Services?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Phone Number:</td>
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<table>
<thead>
<tr>
<th>Does student have a Case Manager or Supports Coordinator through CMH/Network 180?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Phone Number:</td>
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</table>

MEDICATION:

<table>
<thead>
<tr>
<th>Does student take medication?</th>
<th>Yes</th>
<th>No</th>
<th>If yes, does he/she take it during the school day?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If the medication affects how he/she does at school or work, check any that apply:

☐ The student does better at school/work when he/she takes it regularly.

☐ The student is unable to complete certain work tasks because of the medication.

☐ Other:

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. ___
ATTENDANCE:

☐ Student has had no absences or tardies within the past school year
☐ Student has had between 1-9 absences or tardies within the past school year.
☐ Student has had 10 or more absences or tardies within the past school year. If so, why has the student missed so much school? ______
☐ Student has had a medical condition that requires frequent hospital stays/excessive doctor/clinic visits (more than 20 days)

REFERENCES (From school and any prior work experience):

<table>
<thead>
<tr>
<th>Name</th>
<th>School or work?</th>
<th>Phone Number</th>
<th>Email Address</th>
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Please mail, fax, or e-mail this form to:

Norma Golden - ROPS 96
1850 East Paris SE
Grand Rapids, MI 49546
Phone : 616-653-2042
Email : goldenn@grps.org
Fax : 616-653-9185

Revised 11-17-15 – Application p. 8
Application Instructions for
STUDENTS and FAMILIES

Step 1: Learn about Project SEARCH.

Suggested:
- Attend a Project SEARCH Open House
- For Open House invitations, videos, &/or a program description call:
  - Cindy Alferink at 616-464-1176

Required:
- Schedule a tour of either or both Project SEARCH site(s)
  - Spectrum Health Project SEARCH, call Lisa Erhan: 616-822-7711
  - Fifth Third Project SEARCH, call Norma Golden: 616-653-2042

Step 2: Ask a school staff:

- Do I meet the Project SEARCH Participation Criteria?
- What are my back up options for school or job training?
- To submit a Project SEARCH Reference Form, IEP, MET, & Attendance Record
- If you don’t know which school staff to talk to, call Cindy Alferink 464-1176 for help.

Step 3: Submit an application. Include copies of:

- Social security card
- State ID
- Signed release for Michigan Rehabilitation Services
- “Letter of guardianship” document if you are 18 or older and have a guardian.

Step 5: Receive date of interview with Project SEARCH Selection Committee

Step 7: If accepted, sign Student Contract to confirm that you plan to attend Project SEARCH.
### Application for Admission

**Student is living with (check one):**  
- Parent / Guardian  
- Independently  
- Other

**This application was completed by:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Date</th>
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### Applicant's Personal Data:

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<th>Name:</th>
<th>First</th>
<th>Middle</th>
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<tr>
<th>Address:</th>
<th>Street</th>
<th>City</th>
<th>Zip Code</th>
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<th>District of Residence:</th>
<th>School Currently Attending:</th>
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<tr>
<th>Date of Birth:</th>
<th>Student Phone:</th>
<th>Male</th>
<th>Female</th>
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<th>Parent/Guardian Name:</th>
<th>Parent/Guardian e-mail:</th>
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<th>Parent/Guardian Phone:</th>
<th>Home:</th>
<th>Work:</th>
<th>Cell:</th>
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<th>Address:</th>
<th>Street</th>
<th>City</th>
<th>Zip Code</th>
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**Are you over 18 and your own guardian?**  
Yes ☐ No ☐ ☐

**If you are 18 or older, has someone been to court to become your guardian?**  
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 ☐ ☐

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<tr>
<th>Men's shirt size (Spectrum Health applicants only)</th>
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<th>XL</th>
<th>XXL</th>
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### Parent/Student 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. If a school district issues a Diploma or Certificate of Completion prior to starting Project SEARCH, the student may be not be eligible for the program.
5. Equal Opportunity: Placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.
6. An application is not a guarantee of placement.
PREFERRED SITE:
Student is applying for (check one):  □ Fifth Third Bank  □ Spectrum Health  □ Both

EMPLOYMENT BACKGROUND:
List jobs you do or have done in school or in the community including volunteer:

<table>
<thead>
<tr>
<th>Employer/ Supervisor</th>
<th>Job Title</th>
<th>Job Duties</th>
<th>Contact Number</th>
<th>PAID</th>
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<td>Yes</td>
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If accepted, do you plan to work **during** the Project SEARCH Program?  
Yes □  No □

I understand (or have someone helping me who understands) the Project SEARCH Application Instructions for Students/Families on p. 9 of application packet).  
Yes □  No □

If you answered No to this question, please check one of the following:

□ I understand that before scheduling an interview I’ll need to tour and my school staff will need to submit a reference from to Project SEARCH. Also, if I have a guardian, he/she may be asked to sign release of information form for a background check & for MRS/funding purposes.

□ I have questions about what is needed before scheduling an interview. I will contact school staff or Cindy Alferink, Project SEARCH coordinator, at 464-1176.

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.

Have you ever been convicted of a felony or misdemeanor?  
Yes □  No □

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

Return application, copy of state ID, social security card, MRS release, & guardianship papers (if applicable) to:

Norma Golden  
1850 East Paris SE  
ROP 96  
Grand Rapids, MI 49546  

Phone: 616-653-2042  
Email: goldenn@grps.org  
Fax: 616-653-9185

Revised 11-17-15 – Application p. 11
Interview Guide

Applicant: ____________________________ Date: ________________

1) What do you know about Project SEARCH? Why would you like to be in this program? (If needed, explain to candidate that it is unpaid, whole school year & goal is employment)

2) Have you toured Spectrum Health Project SEARCH?

3) Have you toured Fifth Third Project SEARCH?

4) Which is your first choice & why?

5) Would you accept placement at either site if your first choice is not available?

6) Tell us about any jobs/school training experience you’ve had. What was your favorite part of the job OR what was your favorite part about High School?

7) What kind of job would you like to have after Project SEARCH? Where do you see yourself in two years?

8) Give us 3 Strengths / 3 Challenges.

9) How do you handle being corrected? Frustration?

10) Do you have a case manager/supports coordinator/MRS Counselor?

11) Is your family/guardian in support of you working?

12) Transportation
     • Do you live on the bus line?
     • If accepted to Project SEARCH what is your plan for transportation?
     • Do your parents support you learning to take the bus independently?

13) How is your attendance at school? What would you do if you are sick or running late?