

# Project SEARCH

## Application Packet



Project | SEARCH®





# **Project SEARCH**

## **Candidate Application**

### **School Districts Included:**

- Colfax
- Bloomer
- Clear Lake
- Ladysmith
- Prairie Farm
- Rice Lake
- Barron
- Bruce
- Cumberland
- New Auburn
- Shell Lake
- Turtle Lake
- Birchwood
- Cameron
- Chetek- Weyerhaeuser
- Flambeau
- Spooner

### **To Also Include:**

**Non-Students ages 18+ that qualify for Long-Term**

**Funding from:**

**IRIS  
or  
Inclusa**

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# Program Overview

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The Project SEARCH High School Transition Program is a unique, business led, nine month school-to-work program that takes place entirely at the workplace.

Total workplace immersion facilitates a seamless combination of classroom instruction, career exploration, and hands-on training through worksite rotations.

Our unique program provides real-life work experience to help youth with significant disabilities make successful transitions from school to adult life.

Students attend the program for a full school year in the host business. The business provides access to an on-site classroom that can accommodate up to 12 students and/or young adults. The site is staffed by a special education teacher and one to three job coaches to meet the educational and training needs of the students.

- Program group of 10 – 12 young adults with a variety of disabilities
- Total workplace immersion
- Internship rotations for career exploration and job skill development
- Customized job search assistance
- Goal of competitive employment
- 68% employment outcomes across over 600 national programs
- 88% employment outcomes across Wisconsin's 27 programs

For more information about the Project SEARCH High School Transition Program, please visit the website at [www.projectsearch.us](http://www.projectsearch.us)

For more information about Rice Lake Weighing Systems Project SEARCH, please contact:

**Mary Gruber**  
**Project SEARCH Instructor, CESA 10**  
**Rice Lake Weighing Systems**  
230 West Coleman Street  
Rice Lake, Wisconsin 54868

**Email:** psmarylwsvu@gmail.com  
**Cell:** 715-418-3962

**Deb Delyea**  
**CESA 10 Director of Special Education**  
**725 West Park Avenue**  
Chippewa Falls, WI 54729  
ddelyea@cesa10.k12.wi.us  
**Phone: 715-720-2044**

# Application Guidelines

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This application enables the selection committee to properly assess each candidate's skills, abilities, and background. A parent, candidate, counselor, teacher, or employer may be contacted by Project SEARCH to gather additional information. Our goal is to select candidates who will be successful in Project SEARCH and reach the outcome of community employment.

**The selection process includes the following guidelines:**

1. Submission of application and materials.
2. Once the application is reviewed by the selection committee, the candidate will be asked to participate in the "Selection Day" assessment, which will be held on **Date to be determined**. All candidates are **required to participate** in "Selection Day" to be eligible for Project SEARCH. "Selection Day" includes different skill stations and an interview.

## **Selection Priority**

- Candidates within the high school transitioning years (18 – 21 age range) are given top priority in the selection process. Young adults ages 21+ will be eligible for the remaining openings.
- **Candidates who have completed their necessary credits for graduation.**
- Candidates who desire to work in the community at the end of the Project SEARCH program.
- Candidates who are eligible and are willing to apply for long term support and DVR.
- Candidates who will benefit from participation in a variety of internships.
- Candidates who have access to transportation to/from the Project SEARCH program site.
- Candidates who practice appropriate hygiene, dress, social and communication skills.

# Application Checklist

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**Please note: All items on this checklist must be completed and submitted together for consideration.**

- Completed application packet with signatures
- Current Behavior Intervention Plan
- Any pertinent information regarding employment
- I have begun speaking with DVR
- I have a photo ID
- I have visited the ADRC office and began the application process for Long Term Care

**From Division of Vocational Rehabilitation (DVR):**

- Individual Plan for Employment (IPE)
  - Functional Assessment Report (FAR)
  - Letter confirming funding and DVR Counselor's name

**From School:**

- Current Individual Education Plan (IEP) including Transition Goals
  - High School Transcript
  - Attendance Record
  - Letter of funding support and Administrator's name OR see below if funding will come from Family Care, IRIS or private pay

**From Family Care/IRIS/Private Pay:**

- Letter from Family Care, IRIS, or private pay statement confirming funding, contact person, and their information
  - Functional Screen (if enrolled with Family Care or IRIS)

**Please mail all materials to:**

**Deb Delyea**

**CESA 10**

**Director of Special Education**

**725 West Park Avenue**

**Chippewa Falls, WI 54729**

# Project SEARCH Application 2020

## Step 1—Personal Information

<i>Office Use Only</i>	
Date Received:	_____
Date Reviewed:	_____
Reviewed By:	_____
Status:	_____

<b>Name</b>	_____		
	Last	First	Middle Initial
<b>Address</b>	_____		
	Street	City/State	Zip Code
<b>Home Phone</b>	_____	<b>Cell Phone</b>	_____
	(XXX)XXX-XXXX	(XXX)XXX-XXXX	
<b>Email Address</b>	_____		
<b>Date of Birth</b>	_____	<b>Gender</b>	<input type="checkbox"/> <b>Male</b> <input type="checkbox"/> <b>Female</b>
<b>Disability</b>	_____		
<b>School District or Long Term Funding Source</b>	_____		

<b>Emergency Contact Name</b>	_____		
	Check One: <input type="checkbox"/> Family <input type="checkbox"/> Guardian <input type="checkbox"/> Support person	Last	First
<b>Address</b>	_____		
	Street	City/State	Zip Code
<b>Home Phone</b>	_____	<b>Cell Phone</b>	_____
	(XXX)XXX-XXXX	(XXX)XXX-XXXX	(XXX)XXX-XXXX
<b>Email Address</b>	_____		

<b>DVR Counselor</b>	_____		_____			
	Name		Phone Number			
<b>Supports &amp; References</b>	<b>Name</b>	_____	<b>Phone</b>	_____	<b>Relation</b>	_____
	<b>Name</b>	_____	<b>Phone</b>	_____	<b>Relation</b>	_____

**Please review the following and check all that apply. Your signature indicates that you acknowledge and agree with these statements.**

- Release:** The student records for the candidate will be shared with Ventures Unlimited, Rice Lake Weighing Systems and the Project SEARCH selection committee.
- Trial Period:** A sixty-day trial period will be required of all accepted interns. The parent and intern agree to comply with this procedure.
- Application Submission:** The information provided on the application is complete and accurate to the best of my knowledge. I understand that submitting this application does not guarantee my acceptance into a Project SEARCH internship.
- Photo/Video Release:** The student agrees to allow the use of photos and/or videos for the promotion of Project SEARCH and the use by Rice Lake Weighing Systems.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Candidate Guardian (if applicable)

# Step 2—Work/Education History

<b>Work History</b>	<b>Employer</b>		<b>Job Title</b>		<b>Paid</b>	<b>Unpaid</b>
					<input type="checkbox"/>	<input type="checkbox"/>
	<b>Supervisor</b>		<b>Phone Number</b>			
	<b>Dates of Employment</b>		<b>Reason for Leaving</b>		<b>Salary</b>	<b>\$/hr</b>
	<b>Job Duties:</b>					
	<b>Employer</b>		<b>Job Title</b>		<b>Paid</b>	<b>Unpaid</b>
	<b>Supervisor</b>		<b>Phone Number</b>		<input type="checkbox"/>	<input type="checkbox"/>
	<b>Dates of Employment</b>		<b>Reason for Leaving</b>		<b>Salary</b>	<b>\$/hr</b>
	<b>Job Duties:</b>					
	<b>Employer</b>		<b>Job Title</b>		<b>Paid</b>	<b>Unpaid</b>
<b>Supervisor</b>		<b>Phone Number</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Dates of Employment</b>		<b>Reason for Leaving</b>		<b>Salary</b>	<b>\$/hr</b>	
<b>Job Duties:</b>						

<b>Education</b>	<b>School Name</b>		<b>Phone Number</b>		
	<b>Guidance Counselor</b>		<b>Graduation Year</b>		
	<b>Total Credits to Date</b>		<b>Cumulative GPA</b>		
	<b>Does the student have the necessary credits for graduation?</b>			<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
	<b>Comments about attendance:</b>				
	<b>Days Absent</b>	<b>11<sup>th</sup> Grade</b>		<b>12<sup>th</sup> Grade</b>	
	<b>Comments about attendance:</b>				
	<b>Any medical reasons for absences:</b>				
	<b>Referring Source Signature:</b>				<b>Date</b>

The person assisting the candidate with the application and assessment is:

Name	Title	Organization
Phone Number	Email	
Signature	Date	



# Step 3—Self Assessment

	I want to get a job upon completion of Project SEARCH	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	My family supports my goal of community employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you plan to work a job while in Project SEARCH?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, please list the location, and number of days/hours worked each week:		
	Are you considering post-secondary education options?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe your plan/goal for future schooling and time frame:			

Independence / Self Care	I can prepare a lunch or snack	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I know how to use the bathroom and wash my hands	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I take daily showers/baths without reminders	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I follow my school or work dress code	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I can read a digital clock and tell time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I can read a face clock and tell time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I am able to stay awake for a 6-8 hour day	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I have reliable transportation to get to Project SEARCH	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Communication & Behavior	I respond when someone speaks to me	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I make eye contact when talking to others	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I use an appropriate tone of voice	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I am comfortable starting a conversation	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I engage in appropriate conversations	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I display appropriate touching in public	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I swear/use profanity inappropriately	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I lose my temper with others	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I display aggressive behavior	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I use a cell phone at appropriate times	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I am easily understood by others	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I use adaptive equipment to communicate	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
I use an interpreter and/or sign language	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never	





