



February 4, 2019

Dear Applicant:

Bellin Health/HSHS-St. Vincent Hospital Project SEARCH® is a transition program designed for students who want to acquire competitive, marketable work skills for post high school community employment. During the program year, they will receive training and education from a special education instructor and professional skills trainer following the licensed model that was developed at Cincinnati Children's Hospital. Near the end of the year, they will receive assistance in obtaining a job that meets their needs, preferences, and skills, along with job training and support.

Enclosed you will find information regarding Project SEARCH®, as well as forms to complete, in order to be considered for acceptance into the internship program.

- 1) The completed forms and required documentation should be returned to HSHS St. Vincent Hospital and is **due by February 15, 2019**.  
Attn: Jean LeJeune, HSHS St. Vincent Hospital, Project SEARCH®, 835 S. Van Buren Street,  
PO Box 13508 Green Bay, WI 54307-3508  
Applications are also available on ASPIRO's website: [www.aspiroinc.org](http://www.aspiroinc.org).
- 2) The selection process includes requested documentation, as well as participation in an **Interview/Assessment Day** with representatives from the selection committee. At the completion of the assessment, the selection committee will review each candidate to determine eligibility for Project SEARCH®. If selected, this information will also be utilized to determine appropriate internship sites, accommodation needs, etc. for the selected interns.
- 3) All applicants will be contacted by a member of the Selection Committee when the interns are selected. Then you will be informed of a **mandatory Program Orientation and Picnic** that will be for one day in **August, 2019**.

If you have not been determined eligible for Project SEARCH®, we will discuss other available options with you, including employment services offered through ASPIRO and the Division of Vocational Rehabilitation.

Please feel free to contact me with questions, and/or if you need assistance with anything included in this Application Packet.

Sincerely,

Jean LeJeune  
Project SEARCH Instructor  
920.431.3235  
[Jean.LeJeune@hshs.org](mailto:Jean.LeJeune@hshs.org)



## ELIGIBILITY REQUIREMENTS FOR STUDENTS

- ✚ Have all high school credits completed
- ✚ Cannot accept diploma prior to entering Project SEARCH®
- ✚ Are entering their last year of school eligibility
- ✚ Are eligible for DVR services
- ✚ School district has agreed to fund student's participation in Project SEARCH®
- ✚ Must indicate how their vocational long term support will be funded after DVR and Project SEARCH® is completed (e.g. school, family care, IRIS, private pay, etc.), if needed.
- ✚ Appropriate hygiene, dress, social and communication skills
- ✚ Ability to take direction and change behavior
- ✚ Access public transportation or other community transportation options
- ✚ Pass drug screen, background check, and other requirements of Bellin/St. Vincent Hospitals
- ✚ Complete an extensive student selection process
- ✚ Have some vocational or volunteer experience
- ✚ Have the **desire and plan** to work competitively in the community at the conclusion of the Project SEARCH® program.

Eligibility requirements may be customized to reflect the needs of the business and to reflect internship skills. There is no guarantee the students who finish the program will be offered a job prior to the program ending. The student and the Project SEARCH® staff work together with family and other resources to search for employment for the student towards the end of the program and after completion of the program.

Program Partners:



HSHS  
St. Vincent  
Hospital





## Application Purpose & Guidelines

The purpose of this application packet is to outline the skill set of the Project SEARCH® student candidate. This application enables the 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 achieve the outcome of competitive employment.

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

## **Project SEARCH® Application Packet Checklist** **The following must be completed and sent with the application:**

- Completed Student Application
- Current Individual Education Plan (IEP) including Transition Goals and Transcript
- Teacher questionnaire
- Parent/Guardian questionnaire
- Signed Authorization for Release of Information
- Signed agreement from school district to fund student's participation
- The student will have met all graduation requirements and deferred the diploma prior to the final IEP and Project SEARCH® will be the student's last year.
- The student has or plans to apply for DVR services
- The student has or will contact the ADRC to inquire about for long term support services
- The student WILL actively seek competitive employment prior to or upon completion of Project SEARCH®.
  - Release: The student's application and materials will be shared with the selection committee.
  - The student agrees to participate the length of the program, which is September – May, school day being 8:00am – 2:30pm.
  - 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 the program.

By signing your name you agree that all the above boxes are checked and you acknowledge and agree to the statements.

**Applicant's signature:** \_\_\_\_\_

**Guardian signature, if applicable:** \_\_\_\_\_

# APPLICATION

## Student Information

Applicant Name: \_\_\_\_\_  
Last First Middle

SS#: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

County of Residence: \_\_\_\_\_

School District of Residence: \_\_\_\_\_

School/Program currently attending: \_\_\_\_\_

Last school year of eligibility (example 2017-2018): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male  Female

## Guardian Information (if the applicant is their own legal guardian, please put NA)

Applicant is their own Legal Guardian:  yes  no

Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State Zip Code

Guardian Phone Number: \_\_\_\_\_  
Home Phone Cell Phone

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

**Other contact:**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State Zip Code

Phone Number: \_\_\_\_\_  
Home Phone Cell Phone

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

Relationship to applicant: \_\_\_\_\_

**APPLICANT'S EMPLOYMENT and/or VOLUNTEER BACKGROUND:**

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

Employer/Organization	Job Title	Job Duties	Supervisor Name	Dates	Contact Number	Paid	Unpaid
		1. 2. 3. 4.					
		1. 2. 3. 4.					
		1. 2. 3. 4.					

Do you plan on working outside of the program hours while participating in the program?

Yes  No

If yes, where and how many hours per week?:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been fired from a job?

Yes  No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever quit a job? Yes  No

If yes, please explain:

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## TRANSPORTATION

It is the applicant's responsibility to arrive and leave the Project SEARCH® host site (Bellin/HSHS St. Vincent) on their own during the program schedule. Program schedule is September - May and the daily hours are 8:00am start time – 2:30pm end time.

Green Bay Metro City Bus  Parents/Guardian or Family Member  Drive Self   
Metro Para Transit  Curative Connections

Other \_\_\_\_\_

### Transportation for employment once Project SEARCH® is ended:

Green Bay Metro City Bus  Parents/Guardian or Family Member  Drive Self   
Metro Para Transit  Curative Connections

Other \_\_\_\_\_

## SERVICE AGENCIES

Do you have a Vocational Rehabilitation Counselor (DVR)? Yes  No

Counselor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you ever had a Functional Screening with a representative from the Aging and Disability Resource Center (ADRC)? Yes  No  Unsure

Have you been found eligible for services from Family Care or IRIS?

Yes  No

Which Family Care or IRIS Consultant Agency are you with?

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Care Manager's name

Phone Number

Are you receiving: SSI  or SSDI  ? None

Are you receiving Medical Assistance (Forward Card)  # \_\_\_\_\_

Badger Care # \_\_\_\_\_ or  Medicare # \_\_\_\_\_

Do you have Private Insurance?  Yes  No

Company Name: \_\_\_\_\_

Member ID #: \_\_\_\_\_ Group #: \_\_\_\_\_

## SELF ASSESSMENT

What is/are your disabilities?

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Directions: Please place a check in the yes or no column that matches the answer to each question.

<b>Student Self-Assessment:</b>	Yes	No
I can prepare a lunch or snack by myself		
I know how to handle money/make change		
I know how to use the bathroom and wash my hands		
I take daily showers/baths without reminders		
I am able to dress appropriately for the weather		
I follow my school or work dress code		
I can read a digital clock and/or face clock to tell time		
I can make an appointment by phone		
I have an appropriate email address and can use email		
I can be at home alone		
I get to school, work, or other appointments on time		
I have reliable transportation to get to work		

I am willing to learn to use public transportation		
My family supports my goal of community employment		

**STUDENT RESPONSE QUESTION**

Why do you want to come to Project SEARCH? (Student must complete)

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**Student Signature**

**Date**

This application has been completed by  student  other

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**Name**

**Phone #**

**Date**





## Project SEARCH® Authorization for Release of Information

Name of person who is subject of information (Applicant for Program):

\_\_\_\_\_

Person's date of birth: \_\_\_\_\_

Permission is hereby given to Project SEARCH® to release or obtain information to or from the following sources: Division of Vocational Rehabilitation (DVR), Aging and Disability Resources Center (ADRC), high school personnel of your district and attendance, Family Care Provider, Bellin Hospital, HSHS St. Vincent Hospital, CESA 7, Department of Health Services, and ASPIRO.

I understand that the specific type of information to be released or exchanged includes: Information to clarify any information collected during the application packet and eligibility for the Project SEARCH® program.

I understand that this information may be used for screening, assessment and evaluation, eligibility determination, planning, transition or: \_\_\_\_\_

I understand that authorizing this release is voluntary and I need not sign this form in order to receive services, treatment, enrollment, or eligibility of benefits.

I understand that I have the right to inspect and/or receive a copy of the information to be released and receive a copy of this authorization form.

I understand that releasing this information carries with it the potential for an unauthorized disclosure and the information may not be protected by federal privacy standards.

I understand that this information may be reviewed by referral, funding, licensing sources, etc. and employees on a "need to know" basis.

I understand that I may revoke this authorization at any time except where information has already been released as a result of this authorization. I should contact the disclosing medical records/health care provider in writing to revoke this authorization. Unless revoked, this authorization will remain in effect throughout the application process and through the duration of the program.

I have had an opportunity to review and understand the content of this authorization and by signing it I confirm that it accurately reflects my wishes.

Signature of person who is subject of information or his/her legally authorized representative:

\_\_\_\_\_

(Signature of student and guardian, if applicable)

\_\_\_\_\_

(Date)



## BELLIN HEALTH / HSHS ST. VINCENT HOSPITAL REQUIREMENTS

### **1. Immunizations / Health Assessment**

- a. Chickenpox Varicella** - must have history of having Chickenpox disease, proof of immunity by titer or have received two doses of the varicella vaccine (Varivax) given one month apart
- b. Baseline TB screening** - using two step TB skin test or single blood assay test (ex. QuantiFERON). Annual single TB skin test or blood assay test thereafter. For known positive TB skin test or quantiFERON gold, evidence of a negative baseline chest x-ray at or within one year of starting their initial experience is required AND an annual TB questionnaire.
- c. Dates of 2 MMR** - or Positive rubella titer, rubella titer and mumps titer
- d. Hepatitis B vaccination series** - or signed declination or a positive Hepatitis titer
- e. Influenza vaccine** - required for the current flu season
- f. Adult Tetanus-Diphtheria (Td) vaccine** - or proof of 1-time dose of Adult Tetanus, Diphtheria and Pertussis (Tdap) vaccine must be current within 10 years

### **2. Criminal Background Check (paragraph 1.5) effective**

Pursuant to Section 50.065, et seq., Wis. Stats., students involved in program will be subject to a criminal background check, in accordance with Wisconsin Administrative Code HRS 12, which shall include (1) obtaining a completed State of Wisconsin "Background Information Disclosure" form and (2) performing a criminal records check. If the background check reveals a conviction or pending charges of a crime which is not a "permanent bar" or a "bar pending rehabilitation" Facilities, in its sole discretion, shall determine whether the condition or pending charge(s) are substantially related to the care of Facilities patients or clients.

### **3. Drug screen**

A 10 panel drug screen with expanded opiates must be obtained.



## SCHOOL DISTRICT FUNDING AGREEMENT

**STUDENT:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**HIGH SCHOOL:** \_\_\_\_\_

**SCHOOL DISTRICT:** \_\_\_\_\_

\_\_\_\_\_ School District supports \_\_\_\_\_'s  
participation in the Bellin/HSHS St. Vincent Project SEARCH® transition program.

By signing below, the district agrees to pay the fee of \$\_\_\_\_\_ for the employment education and training that will be provided to this student during the 2019-20 school year, if he/she is accepted as a Bellin/HSHS St. Vincent Project SEARCH® intern.

\_\_\_\_\_  
School District Representative

\_\_\_\_\_  
Date



**Project SEARCH® Teacher Assessment**

Student Name \_\_\_\_\_

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

Name/Title of Person Filling Out \_\_\_\_\_

Date \_\_\_\_\_

Directions: Please place a check in the rating column that matches the performance level of the student for that category.

Category	Behavior Assessment	Never	Sometimes	Frequently	Unsure	Comments
Personal	Has business appropriate hygiene					
Personal	Has strong family support					
Personal	Is motivated					
Personal	Is easily distracted					
Personal	Tires easily					
Personal	Is easily frustrated					
Personal	Is attentive in class					
Personal	Accepts Supervision					
Teamwork	Able to work in a team					
Teamwork	Uses good manners and respectful					
Teamwork	Ask for assistance, clarification, or direction when necessary					
Teamwork	Manages conflict and stress					
Ethics	Honest					



Category	Behavior Assessment	Never	Sometimes	Frequently	Unsure	Comments
Work Ethic	Able to work independently					
Work Ethic	Works at acceptable speed for tasks					
Work Ethic	Begins a new task without prompting					
Work Ethic	Takes pride in his/her work					
Work Ethic	Demonstrates a positive attitude					
Job Standard	Excellent attendance					
Job Standard	Recognizes and copes with frustration					
Job Standard	Keeps work area clean and orderly					
Communication	Receives constructive criticism well					
Communication	Shows effective listening skills					
Communication	Maintains appropriate conversation					

Why student is or is NOT a good candidate for Project SEARCH®:

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**Project SEARCH® Parent/Guardian Assessment**

Student Name \_\_\_\_\_ High School \_\_\_\_\_

Name/Title of Person Filling Out \_\_\_\_\_ Date \_\_\_\_\_

Directions: Please place a check in the rating column that matches the performance level of the student for that category.

Category	Behavior Assessment	Never	Sometimes	Frequently	Unsure	Comments
Personal	Has business appropriate hygiene					
Personal	Has strong family support					
Personal	Is motivated					
Personal	Is easily distracted					
Personal	Tires easily					
Personal	Is easily frustrated					
Personal	Accepts Supervision					
Teamwork	Able to work in a team					
Teamwork	Uses good manners and is respectful					
Teamwork	Ask for assistance, clarification, or direction when necessary					
Teamwork	Manages conflict and stress					
Ethics	Honest					

[Type text]



Category	Behavior Assessment	Never	Sometimes	Frequently	Unsure	Comments
Work Ethic	Able to work independently					
Work Ethic	Works at acceptable speed for tasks					
Work Ethic	Begins a new task without prompting					
Work Ethic	Takes pride in his/her work					
Work Ethic	Demonstrates a positive attitude					
Job Standard	Excellent attendance					
Job Standard	Recognizes and copes with frustration					
Job Standard	Keeps work area clean and orderly					
Communication	Receives constructive criticism well					
Communication	Shows effective listening skills					
Communication	Maintains appropriate conversation					

Why student Is or Is NOT a good candidate for Project SEARCH®:

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[Type text]



## **Frequently Asked Questions**

### **Q: How does the application process begin?**

It begins in the local school district. The IEP team is responsible for presenting educational options for the applicant. It is important that the school district supports the option since the program is an extension of the school and will provide payment for the program. The earlier the discussion, the better the opportunity for admittance.

### **Q: What basic skills are necessary for admittance to the program?**

Through the skills assessment, individuals must demonstrate the following: appropriate hygiene/appearance, social and communication skills, take directions, and ability to change behavior. The individual must have a strong desire to work and will demonstrate this through daily attendance, positive attitude, and commitment to seek employment.

### **Q: What about transportation to the program?**

Project SEARCH® is not responsible for setting up transportation to the program. Training can be provided if necessary to ride the metro city bus system.

### **Q: What is the family's involvement?**

When internships begin, family is expected to attend the job placement review meetings held twice during the internship. Since employment is everyone's goal, parent/guardians are asked to assist in actively seeking employment for their child. Parents are asked to be an advocate for their child and support the program i.e. attend the family picnic, attend the Open House, volunteer as the Parent Liaison with designated activities, and events which may arise.

Parent/Guardian also needs to work with the applicant to connect and apply to qualify for DVR services and ADRC for a functional screening for long term care services.

### **Q: What happens after completion of the program?**

All involved in Project SEARCH® will begin to look for competitive employment in the community toward the end of the program. However, employment cannot be guaranteed immediately and the program goal is that employment will be attained within one year of completion.