



 **NewYork-Presbyterian**
Lawrence Hospital

ability 
beyond

 **Westchester Institute
for Human Development**
Community Support Network

Project SEARCH

Intern Application

2022-2023

- Join us for a remote information session on February 17, 2022 (10-11:30 am). [REGISTER HERE.](#)
- Submit your application by March 15, 2022
- Prospective Interns who meet eligibility requirements will be invited to an intake during the week of March 21, 2022
- Applicants will be accepted for program to begin September 12, 2022.

Program Purpose:

The purpose of this application packet is to request information so we can determine if you are meet the criteria to be a Project SEARCH intern. Project Search is a *unique* program, different from most existing pre- employment programs. There is a classroom component where interns learn the curriculum including workplace employment skills and self- advocacy in the workplace. During the intense, full time, unpaid internship year, interns practice the skills “on the job,” fully immersed in the business setting rotating through 3 internship departments. Ultimately, interns are working towards being able to work full time, in entry level competitive jobs (*a minimum of 16 hours per week*) using transferrable skills. Families are involved in helping their adult child to practice the skills necessary to achieve and maintain competitive employment. WIHD/CSN will provide on-going training and counseling to assist interns and their families navigate the systems for adult supports.

This application enables the Selection Committee, consisting of representatives from the WIHD/ Community Support Network, New York- Presbyterian Lawrence Hospital and Ability Beyond, to properly assess each intern candidate’s skills, abilities, and experience. A parent, candidate, counselor, school staff, and/or employer will be contacted for additional information. Following the intake, candidates, school districts and families will be advised of the status. We recognize that there are limited spaces available, and we will ensure open communication throughout the process so that CSEs and families are advised of the status of the application in a timely manner.

Criteria:

Persons ages 19-25 with a history of developmental disabilities or other neuro-atypical development who can safely participate in the workplace with natural supports after a period of supported vocational training. Appropriate candidates are preparing for entry into competitive employment after completion of Project SEARCH with one year. Candidates may be in the last year of High School preparing to graduate with a diploma or exit with a skills credential at the end of the Project SEARCH program. Candidates who have already exited or graduated from high school with ACCES VR or OPWDD eligibility may be considered. Applications will be accepted from the home school district for students who remain eligible for IDEA supports and services. Applicants who have graduated or aged out of IDEA eligibility may self- refer with support from the ACCES VR Counselor or OPWDD Care Manager.

Selection Process Guidelines:

Completed applications may be submitted electronically with attachments or by US mail with attachments. Applications and attachments should be sent to:

Via e-mail:

Email application and attachments to Yvette Goorevitch:

ygoorevitch@wihd.org

Re/Subject: Project SEARCH Application

Or Via US mail:

Send printed application and attachments to:

WIHD

Cedarwood Hall

Valhalla, NY 10595

Att: Naomi Brickel Room 333

Re: Project SEARCH Application

1. Completing this application does not guarantee program placement.
2. The Selection Committee will accept fully completed applications, including all documents referenced on page 9. Incomplete applications will be returned after contact with the school district or family.
3. If accepted and if a student is still under the purview of public schools, an IEP will be developed with the school IEP team. Project SEARCH staff will participate in the CSE meeting with consent of family and student.
4. The Selection Committee will review the referral materials and invite the applicant in for an intake and skill assessment. This will be an on-site intake following all required COVID-19 precautions and requirements of the host site.
5. Applicants will meet the PROJECT Search team, complete the “skill assessments” as well as a mock interview. Family member and case manager (OPWDD or School District) may accompany the applicant to the site and meet the PROJECT Search team. Full COVID 19 protocols must be followed.
6. As soon as possible after Assessment Day, applicants will be notified of whether they will be invited to join PROJECT Search at New York – Presbyterian Lawrence Hospital site to begin September 12, 2022. For students who are still IDEA eligible, the SEARCH team will participate in the CSE meeting to finalize the placement with the Home School District.

Project SEARCH Application Contact Information:

Name: _____ **Date of Birth:** _____

Address: Street _____ City _____ Zip _____

Home Phone: _____ **Cell Phone:** _____ **email:** _____

School/Program/Currently Attending: _____

Contact Name: _____ **Title:** _____

Address: Street _____ City _____ Zip _____

Phone: _____ **Cell Phone:** _____ **email:** _____

Parent/Guardian 1 Name: _____

Address: Street _____ City _____ Zip _____

Home Phone: _____ **Cell Phone:** _____ **email:** _____

Parent/Guardian 2 Name: _____ **Agency(if applicable)** _____

Address: Street _____ City _____ Zip _____

Home Phone: _____ **Cell Phone:** _____ **email:** _____

If my child is selected as a Project Search intern, I would be willing to be part of the Family Involvement Committee: YES NO

Parent/Intern Candidate Information

UNIVERSAL RELEASE: I give permission for the intern's educational/employment records concerning son/daughter to be transferred from his or her school/placement to Project SEARCH Partners (WIHD/CSN, New York- Presbyterian Lawrence Hospital, Ability Beyond)

Intern Signature X Date

Parent/Guardian Signature X Date

PHOTOGRAPHY RELEASE: I also give my consent to have Project SEARCH (WIHD/CSN, New York- Presbyterian Lawrence Hospital, Ability Beyond) take and use photographs or films of me and/or interview me for publicity, educational, marketing, advertising and fundraising purposes through internal publication, external publication, radio, television, video or internet.

Intern Signature X Date

Parent/Guardian Signature X

Future Employment Preferences and Background

What is your career of interest? _____

How do you want to be employed in the community upon the completion of Project SEARCH?

☐ Full-time

☐ Part-time (16 hours per week)

List two jobs you do or have done in school or in the community (paid or volunteer)

Employer #1: _____ Contact Number: _____

Supervisor's Name: _____ ☐ Paid ☐ Unpaid

Job Duties:

1. _____

2. _____

3. _____

Employer #2: _____ Contact Number: _____

Supervisor's Name: _____ ☐ Paid ☐ Unpaid

Job Duties:

1. _____

2. _____

3. _____

Check areas below which challenge you. *We anticipate that each candidate has areas that need accommodation or assistance. A parent or school staff or OPWDD staff should assist in completing this section.*

- | | |
|---|---|
| ☐ Mobility | ☐ Reading |
| ☐ Attending to tasks | ☐ Speech/language |
| ☐ Hyperactivity | ☐ Handling money |
| ☐ Harming self or others | ☐ Communicating/working with others |
| ☐ Adjusting to new situations | ☐ Taking Direction |
| ☐ Taking medication by myself | ☐ Theft or taking things |
| ☐ Stamina, working for 15+ minutes | ☐ Stamina, standing, stairs, lifting |
| ☐ Inappropriate sexual behaviors | ☐ Hygiene and grooming |
| ☐ Sensory sensitivity (cold, heat, noise) | ☐ Self-Care |
| ☐ Adjusting to fast paced setting/high traffic setting | ☐ Decision making |
| ☐ Attendance | ☐ Punctuality |
| ☐ Taking medication | ☐ Allergies/food sensitivities |
| ☐ Inappropriate touching or sexual behaviors | |
| ☐ Sensory sensitivity (cold, heat, noise) | |

Intern Response Question

Why do you want to participate in Project SEARCH? (Please state in your own words and/or have person assisting write the responses in the Candidate's own words.)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is a margin at the top, followed by several rows of writing space. The paper is framed by a black border.

References

List three references who are NOT family.

Personal Reference

Name: _____ Relationship: _____

Phone Number: _____ Email: _____

School/Community Reference

Name: _____ Title: _____

Phone Number: _____ Email: _____

Other Reference

Name: _____ Title: _____

Phone Number: _____ Email: _____

Travel Training

Have you received travel training and, if so, please identify the person or organization who trained you?

Please provide a description of where you are able to travel using public transportation or other means of transportation.

Assistance: The person assisting the student to complete this application is:

Name _____ Title _____

Organization _____

Phone Number _____ Email Address _____

Signature X

Date

In addition to submitting this completed application, include a copy of

_____ the most recent IEP and

_____ the most recent Individual Service Plan (ISP) from OPWDD Medicaid Service Provider

_____ current evaluations including signed and dated recent psychological and medical reports that have bearing on Candidate's ability to achieve competitive employment,

Please confirm the status of eligibility with ACCES VR and/or OPWDD: Check and complete:

1. ACCES VR Status:

() I have been referred to and found eligibility for ACCES VR Services

My ACCES VR Counselor's Name is: _____

Email: _____. Phone contact _____

() I have not been referred to ACCES VR for Services

() I have been referred to ACCES VR for Services and my eligibility is pending

() I have been referred to ACCES VR for Services and I was found to be ineligible for services

2. OPWDD Status:

() I have applied for and been found eligibility for OPWDD Services

My Care Manager's Name and Agency is: _____

Email: _____. Phone contact _____

() I have been applied for and been found eligibility for OPWDD **Self-Direction** Services

My FI's Name and Agency is: _____

Email: _____. Phone contact _____

() I have not applied for OPWDD Services

() I have applied for OPWDD Services and my eligibility is pending

() I have applied for OPWDD Services and I was found to be ineligible for services

Project SEARCH Intern Contract

****Do Not Sign Now. The intern will be asked to sign this upon acceptance into the program. This attestation is here so that the intern and family understand the commitment required to participate in Project Search.***

I, , understand that if I am accepted into the ProjectSEARCH program and must abide by the following terms and conditions:

- I will complete at least three unpaid job internships at the host site.
- I will attend the program every day from 9:00 am- 3:00 pm (subject to change), Monday through Friday.
- I will dress appropriately, and wear required attire.
- I will call my instructor and departmental supervisors when I am absent or late.
- I will make up any assignments missed due to excused absences.
- I will follow all the rules established by the program at the host site.
- I will participate in regularly scheduled meetings with my Project Search staff, counselor, teachers, and business staff.
- I will follow the COVID procedures required by the host site.
- I will be an active participant and communicate any issues at our meetings.
- I will actively pursue competitive employment, a minimum of 16 hours per week.

I have read the above terms and conditions and agree to accept my placement 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.

Intern Signature X Date

Parent/Guardian Signature X Date