

Project | SEARCH-HOWARD

Candidate Application
2021-2022

A partnership with Howard County Government,
The Arc of Howard County, Howard County
Public School System, DORS, and
Howard County Autism Society



Candidate Name: _____

Address: _____

Phone: _____

Email Address: _____

**High School (Current
School/Program):** _____

www.projectsearch.us

To request accommodations or alternative formats of material, please contact
Department of Special Education Secretary, Amy Higgins, amy_higgins@hcpss.org.



This page should be completed and emailed to Amy Higgins, amy_higgins@hcpss.org, by
Friday, March 5, 2021.

Project SEARCH-HOWARD

Process Overview



The purpose of this application packet is to gather information on the skills of Project SEARCH student candidates. The application enables the Selection Committee* to properly assess each student candidate's interests, skills, abilities and past experiences. A parent, student, counselor, teacher, or employer may also be contacted by the Selection Committee to gather additional information. The goal is to select students who will be successful in the Project SEARCH program and reach the outcome of competitive employment upon completion of the program.

The Selection Process includes the following procedural steps:

1. The completed application must be received by Missie Baxter no later than **Friday, March 5, 2021**. Please email to Department of Special Education Secretary, Amy Higgins (amy_higgins@hcpss.org).
2. Prospective students must attend ONE of the **skills assessment/interview days** to be held in April 2021. Exact dates TBD. **A parent or guardian must accompany the student for the assessment. This day counts as a college visit for school purposes.** You will be given a form for an excused absence.
3. The Selection Committee will review the applications, and all students will receive notice of their status via email within two weeks of the interview date.
4. If accepted, the student and a parent or guardian will be invited to an information night to be held in June 2021.
5. If accepted, each student must pass a criminal background check and drug screen.
6. **Please contact the Division of Rehabilitation Services (DORS) to confirm Vocational Rehabilitation (VR) eligibility before applying to Project SEARCH.**
Columbia DORS Office Supervisor: Mercedes Peterman,
mercedes.peterman@maryland.gov
7. For application questions, please contact Missie Baxter, High School Instructional Facilitator, missie_baxter@hcpss.org, or Dawson Robertson, Transition Coordinator, dawson_robertson@hcpss.org.

* The Selection Committee will include the Host Site Liaison from Howard County Government, Project SEARCH Howard County Public School System (HCPSS) Liaison, representatives from Division of Rehabilitation Services (DORS), The Arc of Howard County and other agency/school system representatives.

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Project SEARCH-HOWARD Entrance Characteristics



To be accepted into Project SEARCH, students must ...

- X Be at least 18 years of age and entering their last year in the Howard County Public School System (either after 12th grade or at age 21).
- X Meet eligibility requirements for Vocational Rehabilitation (VR) services from DORS.
- X Meet eligibility requirements for the Developmental Disabilities Administration (DDA).
- X Demonstrate the ability to perform job tasks for several hours without direct supervision.
- X Maintain appropriate behavior and social skills in the workplace or school setting.
- X Take direction from supervisors and job coaches.
- X Be able to communicate effectively.
- X Demonstrate good attendance.
- X Be able to pass a drug screening, criminal background check and have up-to-date immunizations.
- X **Have the desire and plan to work competitively in the community at the conclusion of the Project SEARCH program.**

Project SEARCH-HOWARD Timeline



- 🕒 **March 5, 2021:** Project SEARCH applications due to: Amy Higgins, amy_higgins@hcpss.org
- 🕒 **April 2021:** Student Skills Assessment & Interview – MUST ATTEND
- 🕒 **April 2021:** Acceptance notices emailed to families (IEP meetings to follow)
- 🕒 **June 2021: Date TBD** Project SEARCH Welcome Meeting for interns and parents
- 🕒 **August 2021:** New Student & Family Orientation evening

Project SEARCH-HOWARD Application



A. APPLICANT PERSONAL INFORMATION:

Name: _____
Last First Middle

CURRENT SCHOOL/PROGRAM: _____

Address: _____
Street City Zip Code

This page should be completed and emailed to Amy Higgins, amy_higgins@hcpss.org, by Friday, March 5, 2021.

E-mail Address: _____ Cell/Home Phone: _____

Date of Birth: _____ Male Female

PARENT/GUARDIAN PERSONAL INFORMATION:

Name: _____ E-mail: _____

Address: _____
Street City Zip Code

Cell/Home Phone: _____ Work Phone: _____

B. STUDENT/PARENT INFORMATION:

1. Acceptance into the Project SEARCH Program is dependent upon successful completion of the application and acceptance by the Project SEARCH Selection Committee.
2. Release: The student records of the applicant will be reviewed by the Project SEARCH program staff and Selection Committee Team Members.
3. Equal Opportunity: Career placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

APPLICANT NAME: _____

C. EMPLOYMENT BACKGROUND:

1. Do you plan to work during the school year, in addition to being in the Project SEARCH program? Yes No

If yes, where? _____ How many days/hours? _____

2. Have you completed the Summer Youth Employment program or a work-based learning experience sponsored by DORS?

- a. Yes (please list details): _____
b. No

3. List jobs you currently have or have had in the past, in school or in the community. Please list most recent job first:

Start Date:	Employer		Paid Employment?	Yes	No
	Supervisor		Contact Number		
End Date:	Task 1		Task 2		
	Task 3		Task 4		

Start Date:	Employer		Paid Employment?	Yes	No
	Supervisor		Contact Number:		
End Date:	Task 1		Task 2		
	Task 3		Task 4		

Start Date:	Employer		Paid Employment?	Yes	No
	Supervisor		Contact Number		
End Date:	Task 1		Task 2		
	Task 3		Task 4		

Start Date:	Employer		Paid Employment?	Yes	No
	Supervisor		Contact Number		
End Date:	Task 1		Task 2		
	Task 3		Task 4		

4. Have you ever been fired, let go, or asked to leave a job? Yes No

If yes, please explain:

-
5. When hired for paid employment, do you want to work: Full time Part time

APPLICANT NAME: _____

D. Level of Independence (to be completed by parent or guardian)

Is the applicant independent in personal self-care skills? ____ Yes ____ No

Type of assistance needed:

Is the applicant responsible for completing chores at home? ____ Yes ____ No

Please describe:

Can the applicant independently use public transportation? ____ Yes ____ No

Is the applicant capable of remaining at home unsupervised? ____ Yes ____ No

If yes, how long?

If no, please explain

Please provide a brief description of the applicant's daily routine.

E. SERVICE AGENCIES:

Do you have a Division of Rehabilitation Services (DORS) Counselor?

Yes Name _____ Phone Number _____
No

Do you have a Coordinator of Community Services from the Developmental Disabilities Administration (DDA)? ____ Yes ____ No

If yes, please indicate your provider: ____ Service Coordination, Inc.
____ MMARS RC, INC.
____ OPTIMAL HEALTH CARE INC
____ Total Care
____ The Coordinating Center

APPLICANT NAME: _____

F. APPLICANT RESPONSE QUESTION:

Why do you want to be a part of Project SEARCH? *Complete in your own words or have someone write your thoughts for you, using your own words. Instead of a written response, feel free to submit using another media (video, PowerPoint, etc.) Please send any multi-media to amy_higgins@hcpss.org.*

G. REFERENCES:

List 3 References (including school, work, and personal (non-family))

***Each reference should complete the appropriate attached reference sheet**

	Name	Relationship to applicant	Phone Number	Email Address
1.				
2.				
3.				

H. INTERVIEW/ASSESSMENT DATE: April 2021

*** You will be contacted in March 2021 for an interview time.**

I. PREPARER:

This page should be completed and emailed to Amy Higgins, amy_higgins@hcpss.org, by Friday, March 5, 2021.

If this application has been completed by someone other than the student, please provide the following information and sign:

Name

Title

Phone Number

Date

Signature

**Project SEARCH-HOWARD
School Reference Sheet
(To be completed by Case Manager
or Transition Teacher)**



REFERRAL SOURCE INFORMATION:

APPLICANT: _____ School/Program: _____

What is your relationship to the applicant? : _____

Please comment on the student's attendance record: _____

Days Absent: Current year _____ Previous year: _____

Days Tardy: Current year _____ Previous year: _____

Comments about school or work performance: _____

Would you recommend this student for Project SEARCH? _____

Signature: _____ Date: _____

Print Name: _____ Phone Number: _____

Title: _____

Project SEARCH-HOWARD

Work Reference Sheet

(To be completed by Work Supervisor or Work
Study Supervisor)



REFERRAL SOURCE INFORMATION:

Student: _____ School/Program: _____

What is your relationship to the applicant? : _____

Please comment on the applicant's attendance record: _____

Days Absent: Current year _____
Previous year _____

Days Tardy: Current year _____
Previous year _____

Comments regarding work performance: _____

Other comments: _____

Signature: _____

Date: _____

Print Name: _____

Phone Number: _____

Title: _____

Project SEARCH-HOWARD Personal (Non-family) Reference Sheet



APPLICANT NAME: _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Describe the strengths of this applicant _____

Other comments _____

Signature: _____ Date: _____

Print Name: _____ Phone Number: _____

Title: _____

Project SEARCH-HOWARD Application Packet Checklist



PLEASE NOTE

**ALL REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT FOR THE APPLICATION TO BE CONSIDERED.
ALL APPLICATIONS ARE DUE BY MARCH 5, 2021.**

**IF YOU NEED ASSISTANCE COMPILING THIS INFORMATION,
PLEASE CONTACT MISSIE BAXTER,
missie_baxter@hcpss.org or Dawson Robertson,
dawson_robertson@hcpss.org**

- Completed Application Packet
- Three completed references
- Verification of DORS and DDA Eligibility (Eligibility letter from DORS and DDA)
 - DORS Eligibility letter for Vocational Rehabilitation (VR) Services
 - DDA Eligibility letter



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