

Project | SEARCH HOWARD

Candidate Application 2025-2026

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:

School Email Address:

Current School or Program:

To request accommodations or alternative formats of material, please contact Department of Special Education Secretary, Jennifer Soler at Jennifer.Soler@hcpss.org.



This page should be completed and emailed to Jennifer Soler, Jennifer.Soler@hcpss.org by Friday, February 28, 2025.

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 accurately assess each student candidate's interests, skills, abilities, and past experiences. The Selection Committee may also contact a parent, student, counselor, teacher, or employer 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 no later than **Friday, February 28, 2025**. Please email it to the Department of Special Education Secretary, Jennifer Soler, Jennifer.Soler@hcpss.org
2. Prospective students must attend ONE of the **interview days** to be held in March 2025. ***This day counts as a college visit for school purposes.*** You can request 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 three weeks of the interview date.
4. If accepted, each student may need to pass a criminal background check for certain internship sites.
5. **Please contact the Division of Rehabilitation Services (DORS) to confirm Vocational Rehabilitation (VR) eligibility before applying to Project SEARCH.**
Columbia DORS Office Supervisor: Melanie Harrington, 410-554-9200
6. For application questions, please contact Missie Baxter, High School Instructional Facilitator, missie_baxter@hcpss.org

*The Selection Committee can consist of 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/or other agency/school system representatives.

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Project SEARCH HOWARD Entrance Requirements



To be accepted into Project SEARCH, students must

- Interns must be entering their last year in the Howard County Public School System (either after 12th grade or the year prior to turning 21).
- Meet eligibility requirements for Vocational Rehabilitation (VR) services from DORS.
- Meet eligibility requirements for the Developmental Disabilities Administration (DDA).
- **Demonstrate the ability to perform job tasks for several hours without direct supervision.**
- Maintain appropriate behavior and social skills in the workplace or school setting.
- Take direction from supervisors and job coaches.
- Be able to communicate effectively.
- Demonstrate good attendance.
- **Have the desire and plan to work competitively in the community at the conclusion of the Project SEARCH program.**

Project SEARCH HOWARD Timeline

- 🕒 **February 28, 2025:** Project SEARCH applications due to:
Jennifer Soler at Jennifer.Soler@hcpss.org
- 🕒 **March 2025:** Student Interview
- 🕒 **April 2025:** Acceptance notices emailed to families (IEP meetings to follow)
- 🕒 **May/June 2025:** IEP meetings for accepted students
- 🕒 **August 2025:** Project SEARCH Welcome Event for interns and parents

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Project SEARCH HOWARD Application



A. APPLICANT PERSONAL INFORMATION:

Name:

Address:

Email Address:

Cell Phone Number:

Date of Birth:

PARENT/GUARDIAN PERSONAL INFORMATION:

Name:

Address:

Email Address:

Cell Phone Number:

Work Phone Number:

Name:

Address:

Email Address:

Cell Phone Number:

Work Phone Number:

B. STUDENT/PARENT INFORMATION:

1. Acceptance into the Project SEARCH Program is dependent upon successful completion of the application, successful interview, previous work experience and acceptance by the Project SEARCH Selection Committee.
2. Release: The Project SEARCH program staff and Selection Committee Team Members will review the student records of the applicant.
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:

Parent/Guardian Signature:

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C. EMPLOYMENT BACKGROUND:

Do you plan to work during the school year, in addition to being in the Project SEARCH program?

If yes, where?

How many days/hours?

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

If yes, please provide details:

List jobs (paid and unpaid) you currently have or have had in the past, in school or in the community. Please list most recent job first:

Start and End Date	
Position Held	
Employer	
Supervisor	
Contact Number	
Paid Employment?	
Job Tasks	

Start and End Date	
Position Held	
Employer	
Supervisor	
Contact Number	
Paid Employment?	
Job Tasks	

4. Have you ever been terminated, laid off, or asked to leave a job?

If yes, please explain:

5. When hired for paid employment, do you want to work full time (40 hours) or part time (20 hours)?

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

1. Is the applicant independent in personal self-care skills (i.e. hygiene, laundry, grooming)?
Type of assistance needed:

2. List the chores the applicant is responsible for completing at home.
Chores and type of assistance needed:

3. Can the applicant independently use public transportation?

Does the applicant currently have an RTA Free bus ride?

Does the applicant currently have RTA Mobility GPT or Curb-to-curb service?

4. Is the applicant capable of remaining at home unsupervised?
If yes, how long?
If no, please explain

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

E. SERVICE AGENCIES:

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

Name:

Phone Number:

2. Do you have a Coordinator of Community Services from the Developmental Disabilities Administration (DDA)?

If yes, please indicate your provider

- Service Coordination, Inc.
- MMARS RC, INC.
- OPTIMAL HEALTH CARE INC
- Total Care Centers for Support Services
- The Coordinating Center
- Other (please indicate agency name)

F. APPLICANT RESPONSE QUESTION:

Why do you want to be a part of Project SEARCH?

Complete in your own words. You may write your answer or have someone write for you. You may also create a PowerPoint, or video answering the question.

Please send any multi-media to Jennifer Soler at Jennifer_Soler@hcpss.org

G. REFERENCES:

The completed application must include the following required references:

- School
- Work - current supervisor
- Personal

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

H. INTERVIEW DATE: March 2025

*** You will be contacted after March 7, 2025 to schedule an interview date and time.**

I. PREPARER:

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 Current Teacher, Case Manager or Transition Teacher)



REFERRAL SOURCE INFORMATION:

Applicant Name:

School/Program:

1. What is your relationship to the applicant?

2. Please comment on the student's attendance record:

Days Absent

Current year:

Previous year:

Days Tardy

Current year:

Previous year:

3. Comments about school and work performance (academic, behavioral, work skills):

4. Would you recommend this student for Project SEARCH? Why or why not?

Signature and Title:

Phone Number:

Date:

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Project SEARCH HOWARD

Work Reference Sheet

(To be completed by Current Work Supervisor)



REFERRAL SOURCE INFORMATION:

Applicant Name:

Work Site/Employer:

1. What are the applicant's job responsibilities and requirements?
2. Please describe the applicant's daily work performance (level of independence, behavior, communication).
3. Please describe the level of support and accommodations the applicant needs to complete tasks.
4. Additional comments:

Signature and Title:

Phone Number:

Date:

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Project SEARCH HOWARD

Personal (non-family, non-school staff) Reference Sheet



REFERRAL SOURCE INFORMATION:

Applicant Name:

1. What is your relationship to the applicant?

2. How long have you known the applicant?

3. Describe the strengths of this applicant.

4. How would the applicant benefit from attending the Project SEARCH program?

Signature:

Phone Number:

Date:

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Project SEARCH HOWARD Application Packet Checklist



PLEASE NOTE

**ALL REQUIRED DOCUMENTS MUST BE COMPLETED
AND SUBMITTED FOR THE APPLICATION TO BE CONSIDERED.**

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

ALL APPLICATIONS ARE DUE BY **FEBRUARY 28, 2025.**

If you need assistance compiling this information:

**Please contact your school's transition teacher or Project SEARCH Instructor Carly
Pasteur, carly_pasteur@hcpss.org**

**For questions about the Project SEARCH program, please contact
Nakia Singleton, Project SEARCH Program Manager, nsingleton@archoward.org**



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