Application Overview and Guidelines

Please read the following carefully as it contains important information about the application process, program requirements, and dates which you will need to be aware of for your applicant.

The purpose of this application packet is to outline the requirements and qualifications of Project SEARCH student candidates. This application will be reviewed by the Selection Committee to properly assess each candidate’s skills, abilities and background. A parent, student, counselor, teacher or employer may be contacted by the Selection Committee to gather additional information. The Selection Committee will make preliminary decisions based off information contained within the candidate’s application. The Project SEARCH at Anschutz Medical Campus instructional teams will then be notified as to which candidates are recommended to advance to the Skills Assessment and Interview phase of the application process.

The application process includes the following guidelines:

Project SEARCH at Anschutz Medical Campus applications are accepted from October to February annually. Please see the checklist on the following page for a detailed list of what must be included with this application. Incomplete applications will delay consideration.

All students selected to advance must participate in the Skills Assessment and Interview Day on March 3, 2023 to be ultimately considered for a spot in the 2023/2024 Project SEARCH at Anschutz Medical Campus program. A family member or guardian must attend this session with the student.

Students who are deemed most eligible to be successful in a 1-year employment program will be selected for Project SEARCH at the Anschutz Medical Campus. Applicants may be denied entrance to the program, or asked to re-apply for the subsequent program year. Due to the number of applicants, Project SEARCH at Anschutz Medical Campus cannot honor site preference (Children’s Hospital Colorado/University of Colorado Hospital.) Site placement will depend on a variety of factors, including: geographic location, employment goals and interests, transportation considerations, site department needs, and personality characteristics.

Project SEARCH on the Anschutz Medical Campus is made possible by a partnership between Jefferson County Public Schools (JeffCo) and Children’s Hospital Colorado/University of Colorado Hospital. This partnership allows Project SEARCH to accept students from all Denver Metro school districts for this program. Once accepted to Project SEARCH, all participants must choice enroll into JeffCo Public Schools, regardless of which district is considered their “home” district. If you have questions about this, please contact our Project SEARCH office.
If your student decides/is asked to terminate their participation in the program, they will return to their home school district to finish any remaining/desired public-school education to which they are still entitled.

Project SEARCH maintains that a student’s post-school goals (as identified on the IEP) are appropriately and rigorously addressed through participation in the program, and eligibility for public education is no longer necessary at the completion of the program year. A graduation ceremony will take place at the end of the Project SEARCH program year, at your student’s assigned program site (Children’s Hospital Colorado or University of Colorado Hospital), where they will receive their high school diploma from their home school district.

In addition to our partnership with Jefferson County Public Schools, Project SEARCH is made possible by the generous contributions of several other key community agencies. As a participant in Project SEARCH, your student will be receiving services and supports from the following agencies to participate in Project SEARCH:

- Division of Vocational Rehabilitation
- Business Workforce Center
- ARC- Jefferson County and Denver Metro ARC locations
- Developmental Disabilities Resource Center and other Denver Metro CCB’s

All information contained within this application packet will be discussed in more detail at or Open House/Info Night sessions and our Skills Assessment and Interview Day session. Please see the enclosed application timeline for dates/times for these events.

All communications about your application, and any change to its status, will be sent via email to the address you will provide on the application. Please be sure to provide an email address which you are frequently checking.
Approximate Recruiting and Application Timeline for 2023/2024 Program Year

October 17, 2022  Project SEARCH applications are live.

October 27, 2022  Virtual Project SEARCH Open House/Info Night – 5:30PM-6:30PM

January 19, 2023  Virtual Project SEARCH Open House/Info Night – 5:30PM-6:30PM

February 10, 2023  All fully completed application packets due no later than February 11, 2023

February 17, 2023  Candidates receive notification if they have been selected for skills assessment/interview phase of the application process. VIA EMAIL

March 3, 2023  Skills Assessment and Interview Day THIS DATE IS MANDATORY ATTENDENCE - Information to come

March 10, 2023  Candidates receive notification of application status (accepted or declined) VIA EMAIL

April 7, 2023  Intake Day- Project SEARCH partner agencies- Info to come

May-August 2023  Travel training and home visits take place (Dates/Times TBD)

June 2023 (TBD)  First Onboarding/Resume Day at assigned program sites

August 2023 (TBD)  Second Onboarding/Resume Day and ice cream social for students and families

August 14, 2023  Project SEARCH at Anschutz Medical Campus begins
Step 1: Fill out the Docusign Project SEARCH Application

Step 2: Submit the mandatory accompanying documents to Stephanie.Crookston@uchealth.org

- Shot/Immunization record or copy
- COVID 19 Vaccine Card or proof of COVID 19 vaccine
- High school transcript, with counselor signature indicating student has met all requirements for graduation
- Attendance record
- Work history/resume (if the student has one)
- Most recent IEP w/transition goals
- Last Triennial IEP and any attachments i.e.:
  - Health Plan
  - Behavior Plan
  - Communication Plan

Step 3: Obtain copy of Letter of Eligibility for community centered board (CCB)

- To meet application requirements for Project SEARCH, you must be eligible for services through a Community Centered Board (CCB) – e.g. Developmental Pathways, Rocky Mountain Human Services/Denver Options, Developmental Disabilities Resource Center, North Metro. You will need to provide a letter confirming this eligibility with your Project SEARCH application.

- Many Project SEARCH applicants are already enrolled in services with their local CCB, and you will just need to provide us with a copy of the letter of eligibility you received as part of this enrollment process. If you are connected with a CCB, but you cannot locate this letter, simply reach out to your Service Coordinator who can provide you with a copy of the original letter.

- If you are not connected with a CCB, or are unsure of your status, please reach out to your local Community Centered Board. A list of CCBs, by county, is available at the website below. Select the CCB which corresponds with your county.
  
  https://www.colorado.gov/pacific/hcpf/community-centered-boards

  - Upon contacting your local CCB, mention that your son/daughter is applying for Project SEARCH and you would like to start/resume/confirm enrollment for CCB services. You will be directed to an intake coordinator who will assist you from there.

  - Eventually, you will receive a letter of eligibility for CCB services, and you will need to provide a copy of this letter to the Project SEARCH team before your son/daughter will be offered ultimate acceptance to the program. You may submit your application without this required document, provided you submit the letter to the Project SEARCH team upon receipt.

You will receive an email confirmation when your application has been received and has been marked complete or is missing required documentation.

If you have any questions as you are working on this application, please feel free to reach out to Stephanie Crookston Program Manager at Stephanie.Crookston@uchealth.org or 303-549-6110.