

Project SEARCH Applicant,

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 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 applications are accepted from November 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 either **March 1, 2024 or March 8, 2024 (site depending)** to be ultimately considered for a spot in the 2024/2025 Project SEARCH. 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. 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 cannot honor site preference (Children's Hospital Colorado/University of Colorado Hospital/ Highlands Ranch 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 is made possible by a partnership between Jefferson County public schools (JeffCo/DougCo) and Children's Hospital Colorado/University of Colorado Hospital/Highlands Ranch 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* choose enroll into their selected programs, public school, 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, University of Colorado Hospital or Highlands Ranch Hospital), where they will receive their high school diploma from their *home* school district.

In addition to our partnership with Jeffco and DougCo school districts, 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
- The ARC
- Developmental Disabilities Resource Center and other Denver Metro CMA'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 2024/2025 **Program Year**

- November 9, 2023** Highlands Ranch Hospital Open House
6-8 p.m.
- January 18, 2024** Douglas County Open House
6-8 p.m.
- January 30, 2024** Virtual Project SEARCH Open House/Info Night
5:30-6:30 p.m.
- February 9, 2024** All *fully completed* application packets due no later than **February 9, 2024**
- February 16, 2024** Candidates receive notification if they have been selected for skills assessment/interview phase of the application process. **VIA EMAIL**
- March 1, 2024** *Skills Assessment and Interview Day THIS DATE IS MANDATORY ATTENDANCE*
- March 8, 2024** *Skills Assessment and Interview Day THIS DATE IS MANDATORY ATTENDANCE*
- March 15, 2024** Candidates receive notification of application status (accepted or declined) **VIA EMAIL**
- April 2024** Intake Day: Project SEARCH partner agencies (info to come)
- May-August 2024** Travel training, onboarding and home visits take place
- Early August 2024 (TBD)** Second Onboarding/Resume Day
- Mid-August 2024** Project SEARCH begins

Step 1: Fill out the Project SEARCH application

Step 2: Submit the application and mandatory accompanying documents to:
ProjectSEARCH@childrenscolorado.org

- ☐ Rubric
- ☐ Shot/Immunization record or copy
- ☐ 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 Case Management Agency or CMA (formally CCB)

- To meet application requirements for Project SEARCH, you must apply for services through a Case Management Agency (CMA) – e.g. Developmental Pathways, Rocky Mountain Human Services, Developmental Disabilities Resource Center, North Metro. You will need to provide a letter confirming eligibility or ineligibility with your Project SEARCH application.
- Many Project SEARCH applicants are already enrolled in services with their local CMA, 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 CMA, 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 CMA, or are unsure of your status, please reach out to your local Community Centered Board. A list of CMA's, 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 CMA, mention that your son/daughter is applying for Project SEARCH and you would like to start/resume/confirm enrollment for CMA services. You will be directed to an intake coordinator who will assist you from there.
- Eventually, you will receive a letter of eligibility for CMA 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 Kelsey Carruth Program Manager at Kelsey.Carruth@childrenscolorado.org