



Project | SEARCH

JOHNSON COUNTY
KANSAS
Developmental Supports

10501 Lackman Road, Lenexa, Kansas 66219
913-826-2626 | Fax 913-826-2627 | TDD 800-766-3777

Project | SEARCH

Intern Application 2023-2024



APPLICATION PURPOSE & GUIDELINES



The purpose of this application packet is to outline the skill set of the Project SEARCH candidate. This application enables 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 information. Our final goal is to select candidates who will be successful in the Project SEARCH program and reach the outcome of competitive employment. Honesty and accuracy are important in the completion of application materials to ensure that Project SEARCH will be a successful match for the candidate.

Submit the complete application by Friday, February 28, 2023 to:

Project SEARCH
Tina Howard
Johnson County Developmental Supports
10501 Lackman Rd
Lenexa KS 66219
Tina.howard@jocogov.org

If accepted to Project SEARCH:

Please invite Project SEARCH staff to BASIS and Person-Centered Planning Meetings.

The candidate may be required to do a criminal background check and drug screen. Participation in the program is dependent on the ability to successfully pass these screenings. Additionally, a medical screening may be required before starting at some internships. Participation in such internships is dependent on the ability to successfully pass necessary screenings.

Enrolling in Vocational Rehabilitation is a requirement of participation. We recommend selecting Johnson County Developmental Supports as the provider of employment services, but this is not required.

*Please note the Selection Committee may include representatives from Johnson County Government, Johnson County Developmental Supports, the CDDO, Johnson County Community College, Sunflower Health Plan, Olathe Public Schools USD 233, Workforce Partnership, and the Marriott Hotel and Convention Center.

JCDS Adult Program Entrance Criteria

- Be 18 years of age or older.
- Be a resident of Johnson County, Kansas.
- Meet eligibility requirements for Vocational Rehabilitation Services.
- Meet CDDO (Community Developmental Disability Organization) eligibility requirements
- Have independent daily living skills including being able to self-administer medications
- Maintain appropriate behavior and social skills in the workplace.
- Take direction from supervisors and change behavior.
- Be able to communicate effectively.
- Be able to pass drug screen and background check.
- Access to a funding source. This includes Home and Community Based Services (HCBS) funding, but there could be alternatives
- **Have the desire and plan to work competitively in the community in the Johnson County area at the conclusion of the Project SEARCH program.**



Thank you for your interest in Project SEARCH!

Project SEARCH is all about employment: We are an educational and vocational program where both the goal and the **expectation is to seek a competitive job in the community**. Everyone's employment path is different; however, the following philosophies and principles are things we feel benefit everyone in their employment goals. These apply both to the internships we provide at Project SEARCH, and to employment possibilities.

We ask our interns to have an “employment first” mindset

This means that you treat employment as a priority, and not as a secondary goal. Many employment opportunities may require schedule changes and flexibility; too much focus on extra-curricular activities may prevent you from pursuing good opportunities and can prolong your search for employment.

We ask our interns to respect the employment process

It is both good and advisable to have long term goals about where you would like to work, and what kind of work you would like to be doing. However, it is also important to have realistic short-term goals about employment as well. Some people are fortunate in their employment search and get a job very quickly that they know they want to continue doing for a long time. For others, their first opportunity may not be a job that meet all of their long-term goals: that does not mean that their first job isn't a step towards those goals. Every year of successful employment helps you meet your goals, and every job possibility should be taken seriously.

The commitment to employment never ends

Employment is a process where you are always actively improving yourself and working towards your goals. In Project SEARCH, we will spend 9 months in internship rotations. During those internships, it is important to respect your internship position to the same degree you would a paying job. Some intern's secure community employment during the Project SEARCH year, or right afterwards. For others, it may take longer. As a seeker of employment, your responsibility of being an active participant in your employment goals apply both to the Project SEARCH program year itself, and to the time needed afterwards. After securing employment, it is important to remain committed to your job and put into practice the skills you have learned during Project SEARCH.

PROJECT SEARCH APPLICATION PROCESS FLOW-CHART

KEEP

START!



We will be scheduling an intake meeting with you. You will also be invited to an orientation in the Summer.
Welcome to Project SEARCH!

Project SEARCH Application Packet Checklist



PLEASE NOTE

ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT TOGETHER FOR APPLICATION TO BE CONSIDERED. IF YOU HAVE QUESTIONS ABOUT COMPILING THIS INFORMATION, PLEASE CONTACT TINA HOWARD 913-826-2368

- Completed Application Packet (includes Application, Self-Assessment, and Parent/Support Assessment.)
- Color Photo (Wallet Size)
- Copy of Current State ID or Driver's License
- Copy of Social Security Card
- Most Recent Individual Education Plan (IEP) (If under 22 years of age.)
- Person Centered Plan (If receiving HCBS services)
- Information about any formal training programs (If available)
- Career Assessment(s) (If available)

Return completed Packet to:

Tina Howard
Project SEARCH
10501 Lackman Rd
Lenexa, KS 66219
913-826-2368
Tina.howard@jocogov.org

**PLEASE MARK YOUR CALENDARS:
INTERVIEWS AND ASSESSMENTS WILL TAKE PLACE in March**

February 28th – Return internship application

March 24th – Assessment and Interview

April – Receive notification of selection status

August 14th, 2023 – Start Date for 2023-2024 Project SEARCH Program Year

INTERN PARTICIPATION AGREEMENT

The Intern will be asked to sign this upon acceptance into the Project SEARCH program. Participation is contingent on completing this document.

I, _____, understand that I have been accepted into the Project SEARCH program and must abide by the following terms and conditions:

- I understand Project SEARCH is a 9-month training program and I will actively pursue competitive employment in the Johnson County area when I have completed the program. Competitive employment is defined as working at least 16 hours a week in a competitive and non-seasonal position making prevailing wage or higher.
- I will participate in three unpaid internship rotations. I understand that I have input in the internship selection process, but also understand that placements are competitive and that I need to be open to multiple options.
- I will participate in classroom instructional time as scheduled. I understand I need to participate in classroom activities to the best of my ability and follow directions.
- I will attend the program as scheduled. I understand that if I need to take time off, I need to communicate with Project SEARCH and my internship supervisor and negotiate time off with them, just as I would in a job. I understand that it will be my responsibility to learn to manage this as independently as possible.
- I will dress appropriately, maintain good hygiene and wear required attire.
- I will call my instructor, my transportation service, and my internship supervisors when I am absent or late
- I understand that I am responsible for transportation to and from Project SEARCH. This includes if I need to come in late or leave early. I will learn to use public transportation if needed.
- I will follow all rules and policies established by the program, the host business, and my internship site.
- I will attend and be an active participant at internship meetings with Project SEARCH staff, parents/guardians, case manager, support staff, and program partners.

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

Date

Parent/Guardian Signature

Date

APPLICATION FOR ADMISSION

RETURN



Please Complete and Return this Section to:
Tina Howard
Project SEARCH
Johnson County Developmental Supports
10501 Lackman RD
Lenexa, KS 66219
Or Email to:
Tina.Howard@jocogov.org

APPLICANT INFO *Note: Please use the applicants contact information

Name: _____
Last First Middle

Address: _____
Street City Zip Code

Contacts: _____
Email Home Phone Cell Phone

School / Program currently attending: _____

Date of Birth: _____ SS# _____ Male Female

Are you your own legal guardian? Yes No

PARENT/ GUARDIAN INFO

Name: _____

Address: _____
Street City Zip Code

Contacts: _____
Email Home Phone Cell Phone

Final placement into program will depend upon the submission of required documentation and CDDO eligibility, as well as participating in and the results of a combination of interviews and assessments. If accepted into the Project SEARCH program, the applicant agrees to seek competitive employment in the Johnson County area with the support of Project SEARCH/JCDS staff at the completion of the Project SEARCH program. Competitive employment is defined as working at least 16 hours a week in a non-seasonal position at a diverse work setting making prevailing wage or higher.

Release: I agree that my records may be transferred to the Project SEARCH program from their school, day program, and case manager for review by the Project SEARCH staff as part of the selection process.

Applicant Signature: _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____
(If the applicant is not their own legal guardian)

HOST SITE EXPLANATION

We have two host business sites at Johnson County Project SEARCH. When you are accepted into Project SEARCH, you will be placed into one of these two businesses. The placement is determined by the information provided in your application, the results of your assessment day and the needs of the host businesses. Each host business site has access to many of the same types of opportunities and skills.



The Johnson County Administration building is located at 111 South Cherry Street. We have had a Project SEARCH site here since 2014.



The Marriott Hotel is located at 10800 Metcalf Ave, Overland Park, KS 66210. We just started at this site in 2022!

SKILL INVENTORY AND DEVELOPMENT INTEREST

What types of internship experiences are you interested in participating in? (Please select at least 3.)

- Reception
- Office Clerk/Clerical Work
- Custodial
- Dish-room/ Food prep
- Dining Room Attendant
- Laundry
- Maintenance
- Hospitality/ Food Service

INFORMATION ON TRANSPORTATION TO PROJECT SEARCH

In order to make Project SEARCH as accessible as possible, Workforce Partnership typically provides grant funding specifically for the purpose of transportation to and from the Project SEARCH programs. This is designed to prevent scenarios where a potential intern is unable to attend Project SEARCH simply because they have no reliable or affordable transportation. This grant allows us to provide transportation options to Project SEARCH interns at no cost to them or their family. Access to this grant is dependent on you successfully enrolling with Kansas Workforce Partnership and meeting their requirements, as well as Workforce Partnership having the funding available for Project SEARCH. Funding is limited, and therefore the transportation options we can utilize are limited.

RIDE KC FREEDOM

Primarily, we utilize a route-based system through Ride KC Freedom (formerly Jo Special Edition.) Ride KC cooperates with us to develop a door-to-door route to and from Project SEARCH host sites and internships. Ride KC decides on the route and ride times for interns: Johnson County Project SEARCH has only limited ability to influence these decisions. Although bus ride times are usually below one hour one way, these ride times may be longer depending on where you live, where your internship is, and the amount of people utilizing the service. Additionally, depending on the schedule of the route, you may be expected to be on your bus earlier in the morning, or you may not be picked up right after your day ends at Project SEARCH. We cannot guarantee that a free alternative form of transportation can be provided in the event of longer ride times, or in the event of early or late pick-up and drop off times. Ride KC also reserves the right to alter their routes as they deem necessary. Please keep these considerations in mind if you decide to utilize grant funded transportation.

IN THE EVENT THAT RIDE KC IS UNABLE TO INCLUDE YOU IN THEIR ROUTE

Unfortunately, not everyone in Johnson County may be able to use the standard Ride KC Freedom Project SEARCH routes. Due to Ride KC policy, they are unable to include interns in their route whose ride times would exceed one and a half hours. For example: if you live in the outer areas of Johnson County (such as Stillwell, Edgerton, Roeland Park or De Soto,) it is possible that they will not be able to include you in their routes. We are at times able to connect people in this situation with alternate transportation services, however this is also not always possible. If you are in this situation, we will need to discuss how transportation will look for you on an individualized basis. It is possible that we may be unable to find a solution that is at no cost.

DRIVING INDEPENDENTLY

If an intern can drive independently, Workforce Partnership may be able to cover the cost of your gas to and from the Project SEARCH program, as well as to offsite internships if needed. Reimbursement will be received via pre-paid gas cards. The amount you receive will be based on the estimated cost of travel, and not based on actual miles driven. It is important to note that Workforce Partnership typically cannot provide funding to parents or guardians for providing transportation.

PRIVATE PROVIDERS

Interns are welcome to utilize different sources of transportation if they so choose. This could include family members, friends, Day and Residential service providers, or other public transportation providers or businesses. The costs associated with these transportation options would need to be covered by the interns own financial resources.

By signing below, I acknowledge I have read and understand the above information

Applicant Signature: _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____

(If the applicant is not their own legal guardian)

EMPLOYMENT BACKGROUND

List jobs you do or have done in school or in the community. Please attach additional sheets if needed or attach your resume if available.

Employer/ Organization	Job Title	Job Duties	Supervisor Name	Dates	Contact Number	Paid	Un- Paid
		1.		FROM		<input type="checkbox"/>	<input type="checkbox"/>
		2.					
		3.		TO			
		4.					
		1.		FROM		<input type="checkbox"/>	<input type="checkbox"/>
		2.					
		3.		TO			
		4.					
		1.		FROM		<input type="checkbox"/>	<input type="checkbox"/>
		2.					
		3.		TO			
		4.					

Have you ever been fired from a job? Yes No

If yes, please explain: _____

Have you ever quit a job without notice? Yes No

If yes, please explain: _____

After the Project SEARCH program is completed; do you plan on getting and maintaining a:
 full time job? (over 30 hours per week) Or a part time job? (Between 16-30 hours per week)

Where or with what kind of Organization? _____

Have you participated in a Project SEARCH program before? No Yes

Where do you plan on living? Home Friends Other: _____

How are you planning on getting to Project SEARCH?
 (Please refer to page 9)

Grant funded transportation Parents/ Service Providers Drive Self Other

Service Agencies:

Do you have a Vocational Rehabilitation Counselor? Yes No

Counselor's Name: _____ Phone Number: _____

Are you eligible for the Developmental Disabilities Waiver?

Yes **If you answered yes and you have a case manager, please provide their information below:**

Case Manager Name:

E-mail:

Case Management Agency:

Phone Number:

No, I am completing the application process

***NOTE:** You need to be eligible for the Developmental Disabilities Waiver (CDDO eligible) in order to participate in Johnson County Project SEARCH. You will need to apply with the CDDO if you have not already. If you have been previously denied eligibility by the CDDO, you will need to successfully appeal the decision to participate. You can still complete and turn in this application.

No, I have never applied*

No, I applied and was not accepted*

Do you have access to HCBS funding?

Yes

If Yes, select your Managed Care Organization:

No, I am on the waiting list

Sunflower Health Plan United Health Care Aetna

No, I am still applying

Care Coordinator Information

No, I am not eligible for HCBS

Name: _____ Phone: _____

E-mail: _____

Are you receiving Social Security benefits?

SSI

SSDI

None

Do you take Medications?

Yes

No

Able to self-administer? *

Yes

No

***NOTE:** Interns must be able to administer their own medications during Project SEARCH hours.

Medication (Attach a list if more space is needed)

Dosage

Time of Day

Medication (Attach a list if more space is needed)	Dosage	Time of Day

List any health or medical conditions that need consideration prior to a successful job placement:

Please list any limitations that need consideration in seeking employment:

Behavioral Summary

Do you have any conduct concerns that should be addressed before a successful job placement?

Yes

No

Please explain: _____

Intern Response Question



Why do you want to come to Project SEARCH? (Applicant must complete)

List Three References (Non-Related)				
	Name	Relation to you	Phone Number	Email Address
1.				
2.				
3.				

This application has been completed primarily by:

Name: _____ Date: _____

Relation/title: _____ Phone Number: _____

Project SEARCH 2022 - 2023 CALENDAR



August 2022						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15th – Project SEARCH Starts!
15-31 – Orientation

February 2023						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

17th – Second Internship Ends
20-24 – Transition Week 2
27th – Third Internship Starts

September 2022						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

1-2 – Orientation
5th – Labor Day, Program is closed
6th – First Rotation Starts

March 2023						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

13-17 – Spring Break, Program is closed.

October 2022						
S	M	T	W	R	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10th – Columbus Day, a few internships may be closed. (Project SEARCH is still open)

April 2023						
S	M	T	W	R	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 2022						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

10th – First Internship Ends
11th – Veteran's Day, Program is closed.
14-18 – Transition Week 1
21-25 – Thanksgiving Break, Program is closed.
28th – Second Internship Starts

May 2023						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19th – Third Internship/ Project SEARCH Ends

December 2022						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

26-30 – Winter Break, Program is closed.

January 2023						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16th – Martin Luther King Day, Program is closed.

Legend:

Orientation Weeks The first three weeks are spent in the classroom preparing for first rotation.

First Rotation Starts: September 6th
Ends: November 10th

Second Rotation Starts: November 28th
Ends: February 17th

Third Rotation Starts: February 27th
Ends: May 19th

Transition Week Between rotations, we will be back in class for one week.

Program closed Project SEARCH is closed on these days.