

HUDSON COUNTY PROJECT SEARCH INTERN APPLICATION PACKET 2023 – 2024



APPLICANT INFORMATION

Please Check the Program You Are Applying For:

- High School Post High School Adult

Date Submitted: _____

Intern Name: _____

Address: _____

Phone Number: _____ Email: _____

Program Overview

The Hudson County Project SEARCH (PS) Program is a unique, business led, ten-month school-to-work program that takes place entirely at the workplace.

Total workplace immersion facilitates a seamless combination of vocational training, career exploration, and hands-on training through worksite rotations.

Our unique program provides real-life work experience to help youth with significant disabilities make successful transitions from school to adult life.

Interns attend the program for a full school year in the host business. The business provides access to an on-site training room that can accommodate up to 12 Interns. The site is staffed by one (1) special education teacher and one (1) to two (2) skills trainers to meet the vocational and training needs of the Interns.

The program design is as follows:

- Program group of 10 –12 young adults with a variety of disabilities
- Total workplace immersion
- Internship rotations for career exploration and job skills development
- Customized job search assistance
- Goal of competitive employment

The primary goal of the program is to prepare each intern for competitive employment (a minimum of 16 hours per week) upon completion of this skill-building experience.

For more information about the National Project SEARCH Program, please visit the website at www.projectsearch.us.

For more information about Hudson County Project SEARCH, please visit the website at www.hcnj/projectsearch/ and contact:

Erin Ross Burgess, Administrator
County of Hudson
Office of Inclusion and Accessibility
830 Bergen Avenue, 2B
Jersey City, New Jersey 07306
Phone: 201-369-5280 extension 4142
Email: eross@hcnj.us

Application Guidelines

This application enables the selection committee to properly assess each candidate's skills, abilities, and background. A parent, candidate, counselor, teacher, or employer may be contacted by Project SEARCH to gather additional information. **Our goal is to select candidates who will be successful in Project SEARCH and reach the outcome of competitive and integrated employment.**

The selection process includes the following guidelines:

1. Submission of application and materials by **Friday, March 31, 2023** to:

**Erin Ross Burgess, Administrator
Hudson County Office of Inclusion and Accessibility
830 Bergen Avenue, 2B
Jersey City, New Jersey 07306**

2. Once the application is reviewed by the selection committee, the candidate will be asked to participate in the "Selection Day" assessment, which will be held in April. All candidates are required to participate in "Selection Day" to be considered for Project SEARCH. "Selection Day" includes different skill stations and an interview.
3. If accepted, candidates must be able to pass a criminal background check, drug screen and additional host business site requirements.

Selection Priority Criteria:

- **High School Program** – Candidates within the high school transitioning years (18 – 21 years old), having met the academic graduation requirements, are given top priority in the selection process.
- **Post High School Program** – Candidates between the ages of 18 – 21 years old, having graduated and been out of high school for a minimum of one (1) year, are given top priority in the selection process.
- **Adult Program** – Candidates between the ages of 21 – 30 that receive services from the Division of Developmental Disabilities (DDD) and have a support coordinator are given top priority.
- Candidates who desire to work in the community at the end of the Project SEARCH program.
- Candidates who are eligible for long term support (i.e., DVRS, DDD).
- Candidates who will benefit from participation in a variety of internships.

- Candidates who have access to independent transportation (i.e., NJ Transit, Access Link, TRANSCEND) to/from the Project SEARCH program site. Candidate must be willing to utilize (and train for, if necessary) public transportation to access Hudson County Project SEARCH host sites and competitive employment.
- Candidates who have a strong desire and commitment to work competitively at the end of the program.
- Candidates who have significant barriers to competitive employment. This program serves individuals with a range of abilities. Selection is not based on an education label or diagnosis.
- Candidates who are able to communicate effectively (may be other than verbal) and take direction from supervisors.
- Candidates who are able to maintain appropriate behavior, social skills, good grooming and personal hygiene in the workplace without immediate supervision. Interns are supported in their rotation by an instructor and skills trainers. However, the expectation is that support fades as interns gain skills and confidence within a rotation. **One-on-one support will not be provided for this program.**

Please Note: The primary goal is to select Interns who will be successful in the program and reach the outcome of competitive and integrated employment.

Application Checklist

Please note: All items on this checklist must be completed and submitted for consideration by Friday, March 31, 2023 to Erin Ross Burgess, Administrator, Hudson County Office of Inclusion and Accessibility, 830 Bergen Avenue, 2B, Jersey City, New Jersey 07306.

- Completed application and assessment with signatures
- Response to the question “Why do you want to participate in Project SEARCH?” written in the applicant’s own words on a separate piece of paper
- Letter from Parent, Guardian, or someone who knows the person well to describe the candidate’s strengths and areas for further development
- Letter of Recommendation from School Representative, Employer, Volunteer Placement Supervisor, or Family Care Case Manager
- Resume (if available)
- Project SEARCH Intern Assessment
- Photo and Video Release Form
- NJ Division of Vocational & Rehabilitation Services Confidential Referral Form
- Sign the attached release forms at the end of the application packet (**Please include release forms with application package and do not forward them to the respective agencies**)
 - Local School District (**High School and Post High School Applicants Only**)
 - Division of Rehabilitation Services (DVRS)
 - Division of Developmental Disabilities (DDD)

Equal Opportunity: Internship placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.

Application for Admission

The following information is to be completed by the applicant, parents/guardians and/or teachers collaboratively:

PERSONAL INFORMATION

Applicant Name: _____

Last

First

Middle

Address: _____

Street

City, State

Zip Code

School Attending: _____

Date of Birth: _____ Gender: Male Female

Home Phone: _____ Cell Phone: _____

Email Address: _____

Race: _____ Social Security Number: _____

Language Spoken at Home: Primary _____ Secondary _____

Shirt Size: X-Small Small Medium Large 1XL 2XL 3XL

Tall

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name: _____

Address: _____

Street

City, State

Zip Code

Home Phone: _____ Cell Phone: _____

Email Address: _____

Place of Employment: _____

Work Address: _____

Street

City, State

Zip Code

Preferred Method of Contact: Home Phone Cell Phone Email

Intern Guardianship (Please check one): Parent has guardianship

Intern is his/her own guardian

Parent has Power of Attorney

EMPLOYMENT BACKGROUND

The goal is for every intern to become competitively employed during or upon graduation of from Hudson County Project SEARCH.

Do you want to get a job upon completion of Project SEARCH? Yes No

Are you legally authorized to work in the United States? Yes No

Does your family support your goal of competitive, integrated employment?
 Yes No

Do you want to work: Full Time Part Time Either

Which shift would you prefer working after graduating from Project SEARCH? Please check all that apply: 1st Shift (Day) 2nd Shift (Evening) 3rd Shift (Overnight)

Are you willing to work: Weekends Evenings Both

Do you plan to work during the school year, in addition to being in the Hudson County Project SEARCH Program? Yes No If yes, where? _____ How many days/hours? _____

Are you considering post-secondary education options? Yes No
 If yes, please describe your plan: _____

WORK/VOLUNTEER HISTORY

Employer		Job Title		Paid	Unpaid
Job Title		Supervisor		<input type="checkbox"/>	<input type="checkbox"/>
Dates of Employment		Phone #			
Job Duties					
Employer		Job Title		Paid	Unpaid
Job Title		Supervisor		<input type="checkbox"/>	<input type="checkbox"/>
Dates of Employment		Phone #			
Job Duties					
Employer		Job Title		Paid	Unpaid
Job Title		Supervisor		<input type="checkbox"/>	<input type="checkbox"/>
Dates of Employment		Phone #			
Job Duties					

Have you ever been fired from a job? Yes No
 If yes, please explain: _____

Have you ever quit a job? Yes No
 If yes, please explain: _____

TRANSPORTATION

The primary purpose of the Hudson County Project SEARCH Program is to provide Interns the opportunity for solid career exploration while developing skills essential to obtaining competitive employment and achieving success. As such, this transition program encourages Interns to work towards independence and that translates to feeling confident in managing transportation to and from work independently. **NOTE: Transportation is not provided for adult program.**

Please check all that apply:

- I am willing to learn to use public transportation and travel train when scheduled
- I am eligible for or am willing to apply for TRANSCEND (Hudson County)
- I am eligible for or am willing to apply for Access Link (NJ Transit Service)
- Other transportation options (Please specify): _____

SERVICE AGENCIES

Do you currently have a Child Study Team (CST) Case Manager? Yes No

If yes, Name _____ Phone number: _____

Do you have a Division of Vocational Rehabilitation (DVR) Counselor? Yes No

If yes, Name _____ Phone number: _____

Do you have a Division of Developmental Disabilities (DDD) Support Coordinator?

Yes No

If yes, Name _____ Phone number: _____

If no, do you plan on applying to DDD? Yes No

Do you have Medicaid? Yes No

Do you receive services from additional providers (i.e., in-home, therapist, etc.)?

Yes No

Please specify: _____

INDEPENDENT LIVING

Please list all medications taken by the Intern, including the dosage and time of day.

Medication(s)	Dosage	Time of Day

I do not take or need any medication.

What is your disability? _____

Please describe how your disability may affect job performance (behavior, sensory, communication, academic level, etc.): _____

Please list any other accommodations/adaptations that you may need at work:

Please list any medical concerns (asthma, seizures, allergies, etc.):

APPLICANT RESPONSE

Applicant must complete this section in their own words or have someone write their thoughts for them, using their own words. Reasonable accommodations are acceptable. Attach a typed response, if needed.

Why do you want to participate in Hudson County Project SEARCH? _____

Please check all possible rotations you may be interested in experiencing:

- | | |
|--|---|
| <input type="checkbox"/> Bed Making | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Central Sterilization | <input type="checkbox"/> Laundry Assistant |
| <input type="checkbox"/> Occupational/Physical Therapy | <input type="checkbox"/> Linen Assistant |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Mail Room |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Environmental Services | <input type="checkbox"/> Nursing Attendant |
| <input type="checkbox"/> File Clerk | <input type="checkbox"/> Therapy Aide |
| <input type="checkbox"/> Food Preparation | <input type="checkbox"/> Therapy and Recreation |
| <input type="checkbox"/> Hospitality Aide | <input type="checkbox"/> Resident Transport |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Warehousing |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Retail Display |

Please provide three (3) references (non-related):

Name	Relationship	Phone Number	Email Address

SELF ASSESSMENT (Indicate Yes if task is completed without being prompted)

INDEPENDENT LIVING & SELF CARE	I can prepare a lunch or snack	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I understand what foods are good for me	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I know how to handle money/make change	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I have my own bank account	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I know how to use the bathroom and wash my hands	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I take daily showers/baths without reminders	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I am able to dress appropriately for the weather	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I follow my school or work dress code	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I can read a digital clock and tell time	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I can read a face clock and tell time	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I can make an appointment by phone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I can be at home alone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I do chores such as making my bed and taking out trash	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I am able to stay awake for a 6 – 8 hour day	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I have reliable transportation to get to Project SEARCH	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
I am willing to learn how to ride the city bus with travel training	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
TECHNOLOGY	I can use a computer keyboard with	<input type="checkbox"/> Two fingers	<input type="checkbox"/> Two hands	
	I can use Microsoft Word to create letters and documents	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I can use Microsoft Excel to create spreadsheets	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I can use Microsoft PowerPoint to create flyers/presentations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I have an appropriate email address and can use email	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I can use the computer to play games and listen to music	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I can use a cell phone to talk to others	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	I can use a cell phone for text messaging	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
COMMUNICATION & BEHAVIOR	I respond when someone speaks to me	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I make eye contact when talking to others	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I use an appropriate tone of voice	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I am comfortable starting a conversation	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I engage in appropriate conversations	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I use appropriate body language	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I display inappropriate touching in public	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I swear/use profanity inappropriately	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I lose my temper with others	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I display aggressive behavior	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I use a cell phone at appropriate times	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I am easily understood by others	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I use adaptive equipment to communicate	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I use an interpreter and/or sign language	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never

INTERESTS	I participate in the following activities during and after school:	<input type="checkbox"/> Band	<input type="checkbox"/> Theatre	<input type="checkbox"/> Church
		<input type="checkbox"/> Choir	<input type="checkbox"/> Scouts	<input type="checkbox"/> Exercise
		<input type="checkbox"/> Sports		
		<input type="checkbox"/> Other:		

PROBLEM SOLVING	In your own words, please give examples of how you would solve each problem.
	I missed my bus when I was going someplace. In order to get where I was going I would:
	I was vacuuming and the vacuum cleaner stopped working. In order to finish I would:
	I lost my house key. In order to get in the house I would:
	I was using my computer and it stopped working. In order to get it working I would:
	My parents were not home at dinner time and I was hungry. What would I do?
	Someone teased me or was mean to me. I would react by:

This application has been completed by:

Name	Title	Phone No.
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Signature	Date
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Intern Signature	Date
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Parent Signature	Date
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HUDSON COUNTY PROJECT SEARCH INTERN CONTRACT (Interns will be asked to sign the intern contract after acceptance into the program.)

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

- I will complete at least three unpaid job rotations within the host business.
- I will attend the program every day for 7 hours per day, Monday through Friday.
- I will call my instructor and departmental supervisors when I am absent or tardy.
- I will make up any time missed due to unexcused and/or excessive absences.
- I will provide my own transportation to the host site during the program year (school buses will not provide transportation).
- I will learn to use public transportation.
- I will follow all the policies and procedures established by the program and host businesses.
- I will dress according to the dress code and uniform requirements of the assigned host site and/or rotation.
- I will attend monthly Employment Planning Meetings with my parents/guardians, PS instructor, PS Skills Trainer, Vocational Rehabilitation Counselor, Support Coordinator and family supports. I will be an active participant and communicate any issues at the meetings which will be held at least twice during each rotation. *Please Note: Parent(s)/Guardian(s) are required to attend these meetings.*

MY GOAL IS TO ACHIEVE COMPETITIVE EMPLOYMENT IN THE COMMUNITY AND I UNDERSTAND THIS GOAL TO BE THE PRIMARY REASON FOR ACCEPTANCE INTO THE PROGRAM

- I will receive a Project SEARCH certificate upon completion of the program.
- I will receive a high school diploma upon completion of the Project SEARCH high school program.

Project SEARCH collects employment outcome information for every participant. As part of placement into the program, I additionally agree to the following:

- If I am not employed by the completion of the program, I will meet and maintain contact with the skills trainer and/or job developer assigned to me.
- I will participate in surveys related to program evaluation and my employment status.
- Prior to program completion, I will provide accurate contact information for follow-up and will respond to inquiries made by the program and Project SEARCH partners.

I have read the above terms and conditions and agree to accept my placement in the Hudson County Project SEARCH program. I understand that I may be asked to leave the program if I fail to follow the terms and conditions.

Intern Signature

Date

Parent/Guardian Signature

Date

Project SEARCH Team Member Signature

Date

The **Project SEARCH® Intern Assessment** is an informal Age-Appropriate Transition Assessment designed to assess an Intern’s skills in relation to the most common prerequisite skills for the Hudson County Project Search transition program for individuals with disabilities. Adults who are familiar with the applicant should complete it. This includes adults who have observed the Intern in multiple contexts (e.g. educators, job coaches, therapists, etc.). **Parents/guardians CANNOT complete this assessment.** It is only one of several information sources used by the Project Search selection committee to determine appropriate program assignment.

Applicant Name _____

Completed By _____ Relationship to Applicant _____

Signature _____ Date _____

DIRECTIONS:

- Read** each criterion and the different descriptors associated with each criterion.
- Choose** the best descriptor of the Intern’s current behavior and/or skills by circling the appropriate descriptor.
- Turn in** rubric with your Project SEARCH application.

Criteria <i>Source of information</i>	1	2	3	4	5
Age and School Status	Under 18 or over 30 years of age	Intern has had two or more possible years of school eligibility, lacks maturity and is working toward skills for employment	Intern needs one or two credit requirements for graduation and can be fulfilled through participation in the PS HS program	Intern has had two possible years of school eligibility remaining but Intern agreed that this will be the last year and has the end goal of employment	Intern will be in last year of school eligibility and has all credits necessary for high school graduation OR has graduated and is over 22 and under 31 years of age
Commitment to Community Employment	Intern and parent is unsure of interest in community employment	Intern is unsure of interest in community employment but parent is supportive and encouraging	Intern demonstrates commitment to work but has significant restrictions such as inappropriate work goal, location, type of work, etc.	One member of the team, Intern or family member may be non-committal to the goal of community employment	Intern and family are committed, appropriate and will be flexible to meet a realistic work goal

Criteria <i>Source of information</i>	1	2	3	4	5
Independent Daily Living and Self Care Skills	Intern has very poor or no independent daily living and self-care skills. They may rely on parents and staff for some basic needs to be met	Intern has not been exposed to any daily living skills training but displays some skills in these areas and in self-care. Team should begin planning for training/practice in these areas	Intern has participated in limited or informal training for daily living and self-care skills. S/he can demonstrate minimal skills in these areas. If toileting and feeding are still dependent, team could investigate accommodations	Through training, the Intern demonstrates basic proficiency in daily living skills and self-care skills. Self-care skills include toileting, feeding, bathing, etc.	Intern practices and demonstrates daily living and self-care skills such as cooking, sleeping, handling money, and is also able to take care of self-care needs independently
Appearance and Professional Presentation	Intern does not possess any personal hygiene skills and clothes are not neat and clean	Intern needs assistance in making sure clean clothes are worn daily. Personal appearance may vary each day	Intern wears neat and clean clothing and has appropriate grooming on most days	Intern is neat, clean and well-groomed but makes inappropriate clothing choices for work based on place of business, dress code and weather.	Intern possesses good personal hygiene skills and will always arrive to Project SEARCH and/or work neat and clean, according to the dress code and weather

Criteria <i>Source of information</i>	1	2	3	4	5
Transportation	Intern is not eligible, has been trained in any independent method and family does not have the resources to provide transportation. Unable to safely travel around the campus independently.	Family is willing to provide on-going transportation to the Project SEARCH and/or community work site. Can safely cross the street.	Intern is eligible for transportation from outside resources like Para transit and other disability related service. Can safely travel short distances.	Intern can utilize public transportation including a door-to-door system with basic skills	Intern can utilize public transportation and/or a door-to-door system as well as other transportation options (calling a cab, etc.)
Appropriate Social and Behavior Skills	Intern frequently displays inappropriate social and behavior skills. Does not respond to initiations by peers and unfamiliar adults.	Intern periodically displays inappropriate social and behavior skills	Intern is appropriate in the presence of adult supervision but is not independent. Responsive only to familiar adults. May be overly interested in social interactions.	Intern display appropriate social and behavior skills in most situations with both familiar and unfamiliar adults.	Intern displays appropriate social and behavior skills in all (or nearly all) situations
Interpersonal	Intern has no grasp of interpersonal relationships.	Intern uses appropriate body language (smiles, waves, etc.) but does not engage in appropriate conversation.	Intern engages in some conversation when prompted	Intern engages in conversation independently but the topic is inappropriate.	Intern uses appropriate tone of voice, body language and conversation topics

Criteria <i>Source of information</i>	1	2	3	4	5
Communication	Intern has no way of clearly communicating with others	Intern is not fluent or easily understood even with assistive technology or support. Can make immediate needs known.	Intern can be understood with 1-2 repetitions or when asked to speak more clearly	Intern uses a voice box or other assistive technology to communicate and is understood using these tools. Can respond to instructions and ask questions. Able to make all personal needs known.	Intern has the ability to communicate with all others and be understood easily
Problem Solving and Conflict resolution	Intern has no independent problem solving and conflict resolution skills. No effective strategies to recruit help.	Intern has difficulty in problem solving and conflict resolution skills. Inconsistently able to recruit help.	Intern has demonstrated capacity to expand problem solving and conflict resolution skills. Emerging strategies to recruit help.	Intern possesses good problem solving skills. Can effectively recruit help.	Intern possesses good problem solving skills and initiates problem solving independently
Physical Ability • Mobility	Intern has limited physical abilities as well as limited capacity to take care of own personal needs	Intern has the mobility to perform some of the tasks including personal needs with limitations	Intern has low but improving mobility and ability to take care of own personal self-care needs. Supports are created by team and provided for Intern.	Intern has the mobility to perform all tasks with accommodations: i.e. A cart to help transport mailings or a wheelchair/scooter for mobility. The Intern has developed strategies to take care of own personal needs with limited assistance	Intern has the mobility to perform all tasks including self-care independently and successfully

Criteria <i>Source of information</i>	1	2	3	4	5
Physical Ability <ul style="list-style-type: none"> • Stamina 	Intern has limited stamina to take care of own personal needs	Intern has the stamina to perform some of the tasks including personal needs with limitations	Intern has low but improving stamina and ability to take care of own personal self-care needs. Intern cannot consistently complete a task through completion.	Intern has the stamina to perform all tasks with accommodations: i.e. iTouch reminders, visual schedules, reminder post-it's around the job site	Intern has the stamina to perform all tasks including self-care independently and completely
Independence of work skills	Intern seldom gets work finished in allotted time period or by deadline	Intern is methodical which limits pace, productivity and output	Intern can achieve appropriate work pace but quality suffers or work quality is sufficient but quantity is affected	Pace and quality of work are mildly deficient but improving and work is neat	Intern is able to achieve both quality and quantity of work, maintains neatness/organization and completes work according to deadlines
Employability/ Prevocational Skills	Intern is unable to use visual schedule. Cannot match to sample.	Can follow 1-step instructions. Able to refer to schedule at appropriate times, although may not be consistent.	Intern has had one year or a consistent class devoted to employability skills	Intern has had more than one year of employability skills training	Intern demonstrates independent living skills and/or has 2 or more years of employability training. Intern can follow 3-step instructions.

Criteria <i>Source of information</i>	1	2	3	4	5
Prior Work Experience	Intern has no prior work experience	Intern has had one or more in-school work experience	Intern has volunteer or paid enclave work experience	Intern has had one or less years of competitive work experience	Intern has had more than one year or multiple competitive work experiences
Academic Skills	Intern cannot read nor do any simple math computations	Intern has some basic academic skills such as rote counting and can file using two to three digits with numbers or letters	Intern can read simple functional information and can perform simple math computations (with or without a calculator)	Intern can read and comprehend material at or above a 2 nd grade level, can tell time with a clock or analog watch to five minutes and count money/make change	All academic skills are above a 4 th grade level
Computer Skills	Intern has no computer skills	Intern has basic knowledge of keyboard and keyboard functions	Intern can access internet, utilize search engines for information and for entertainment	Intern can utilize some Microsoft products at a beginner level	Intern can utilize Microsoft products, can save, edit and retrieve documents, with basic proficiency
Behavior	Displays significant aggressive behaviors towards self or others. Presence of any behaviors which make individual unable to safely travel around campus and work independently. This can include excessive repetitive speech that interferes with ability to work.	May have some reactive behaviors that are inconsistently harmful to self or others. Behavioral antecedents are not consistent.	Clear behavior antecedents to aggressive behavior that can be controlled. Repetitive behaviors and/or speech may be distracting in the work place, but supports are in place to reduce these behaviors.	Displays no aggressive behaviors. May be more rigid or repetitive than peers. These behaviors do not prohibit independent employment.	Consistently behaves appropriately in various settings.
TOTALS (To be completed by selection committee)					

Additional Notes:

PHOTO AND VIDEO RELEASE FORM

I, _____, the parent or legal guardian of

_____ grant the County of Hudson and affiliates of the
(Intern's Name)

Hudson County Project SEARCH program my permission to use photographs and videos for any legal use, including but not limited to publicity, copyright purposes, illustration, advertising and web content.

Furthermore, I understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Intern Signature

Date

Parent/Guardian Signature

Date

Project SEARCH Team Member Signature

Date



438 Summit Avenue 6th Floor Suite 604, Jersey City, New Jersey 07306-3187
(201) 217-7180 / (201) 217-7287 (FAX) / (201) 217-7290 (TTY)

CONFIDENTIAL REFERRAL FORM

Vocational Rehabilitation Agencies assist individuals with disabilities to prepare for, obtain and/or keep suitable jobs. The rehabilitation services the agency can provide depend on the availability of State and Federal funds and on the availability of other programs and services. All individuals have the responsibility to: participate financially in their plan to the best of their ability; obtain services only with prior written approval; cooperate by using community services when they can be of help in the rehabilitation program; maintain regular contact with the VR agency counselor; and go to work when the VR program is completed.

Name: _____ Date: _____

Previous Name (if any): _____

Address: _____

City: _____ NJ Zip Code: _____ County: _____

Social Security #: _____ DOB: _____ Gender: _____

Primary Phone #: _____ Secondary Phone #: _____

E-mail Address: _____

Have you ever applied to DVRS before? Yes No If Yes, When? : _____

Are you physically able to come to this office? Yes No

Referral Source Name/Organization: _____

Address: _____

Disability: _____

Do you receive Social Security Benefits? (check all that apply) SSI SSDI

Do you receive Welfare Benefits? (check all that apply) GA TANF FS

Primary Language: English Spanish ASL Other: _____

If records documenting disability are available, please include with referral to expedite eligibility process.

To Be Completed by DVRS Staff:

Assigned to: _____ Previous Case Closure #: _____

Initial Appointment: _____

Notes/Comments: _____

Application "00": _____

(R-2-15)

Entered into AWARE by: _____

Submit the completed application, via mail, in person or email (ERoss@hcnj.us), by
Friday, March 31, 2023 to:

Hudson County Project SEARCH

Attention: Erin Ross Burgess

Administrator

Hudson County Office of Inclusion and Accessibility

830 Bergen Avenue, 2B

Jersey City, New Jersey 07306

