



Project SEARCH, Multnomah County DCHS Application

Thank you for your interest in Project SEARCH!

Project SEARCH is a transition to work program that lasts for 9 months. The program serves adults with intellectual and developmental disabilities who need an intensive year of career development, internship experience, and support to reach their goals. The program embraces interns that have other disabilities (such as physical and mental health disabilities) and challenges (such as poverty and homelessness).

To apply you must be:

- Minimum 18 years old and graduated from high school with a regular diploma
 - Or
- No longer eligible for school transition services (i.e. graduated with a modified diploma) by the beginning of the program.
- Eligible for Vocational Rehabilitation (VR) services or plan to apply.
- Receiving or Eligible for Developmental Disability support services by July 31, 2024
- Eligible to work in the US.

There are 4 steps to the process.

Step 1: You must complete [this application](#) then email it to: ProjectSEARCH@AlbertinaKerr.org

May 3, 2024, is the deadline to submit your application.

Step 2: The Project SEARCH Selection Team will:

- Obtain a signed release of information (ROI).
- Gather documents and information (per ROI) from any school and agency contacts listed.
- Review these and consider your strengths, needs, and eligibility.
- Determine eligibility to move forward in the process.
- Inform you and your guardian (if applicable) of next steps.



Step 3: If you are eligible to move forward, you must participate in the interview process.

- Interviews will happen in person on **May 23-25, 2024**, at Multnomah County DCHS office: 209 SW 4th Ave Suite 610, Portland, OR 97204. Please put these dates on your calendar. We will give you more details about this later.

Step 4: The Selection Team will:

- Review the Interview and background information and select the interns for Fall 2024.
- Contact you and your guardian (if applicable) to let you know whether or not you are selected.

Project SEARCH Application

Please fill out this form. Your parent / guardian / a support person can help you if needed. Before you fill out this form, please do at least one of the following:

- **Attend the virtual information session March 6, 2024, and April 9, 2024**
- **Watch this video** (<https://www.youtube.com/watch?v=8juNYG6nP1U>).

Contact Information

1. Applicant

Name: Click or tap here to enter text.

Home Address: Click or tap here to enter text.

Phone Number(s): Click or tap here to enter text.

Email: Click or tap here to enter text.

Birthday: Click or tap here to enter text.

2. Parent / Guardian / Support Person

Name: Click or tap here to enter text.

Home Address: Click or tap here to enter text.

Phone Number(s): Click or tap here to enter text.

Email: Click or tap here to enter text.



3. Is someone helping you fill out this form?

- If yes, please list their name and email or phone number here: [Click or tap here to enter text.](#)

Guardian

4. Are you your own legal guardian? [Choose an item.](#)

5. If no, what is the name and email of your legal guardian? [Click or tap here to enter text.](#)

Education and Work Information

6. When did you / will you complete high school? [Click or tap here to enter text.](#)

7. What high school did you attend? [Click or tap here to enter text.](#)

8. Are you currently in a college program, day program, or pre-employment program? [Click or tap here to enter text.](#)

9. If so, what is the name of the program? [Click or tap here to enter text.](#)

10. If so, what is the name and email of your case manager/program contact? [Click or tap here to enter text.](#)

11. Use the chart below to list any volunteer work, non-paid training, and paid work you have had.

Workplace	Dates of work	Work duties	Non-paid or paid?
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

The goal of Project SEARCH is at the end of the program, for you to get a job where you:

- Work in an integrated setting. This means you work with people with and without disabilities.



- Are paid the typical wage for the job.
- Work at least 16 hours each week

12. Do you want to work 16 or more hours a week in an integrated setting after you finish Project SEARCH? Click or tap here to enter text.

13. What type of work would you like after you finish Project SEARCH? Click or tap here to enter text.

14. Does your family / guardian / support person support your work goals? Click or tap here to enter text.

Eligibility for Other Services

- No longer eligible for transition services (i.e., graduated with a modified diploma)
- by the beginning of the program.
- Enrolled in or Eligible for Vocational Rehabilitation (VR) services.
- Receiving or Eligible for Developmental Disability support services by July 31, 2024.
- Eligible to work in the US.
- Able to pass a criminal background check.

15. Do you have an open file with Vocational Rehabilitation (VR)? Click or tap here to enter text.

- If so, who is your counselor? Click or tap here to enter text.
- If not, have you applied? Click or tap here to enter text.

16. Do you have a Service Coordinator or Personal Agent? Click or tap here to enter text.

- If so, what is their name? Click or tap here to enter text.
- What is their phone number and email address: Click or tap here to enter text.
- If not, have you applied for DD services? Click or tap here to enter text.
- If you have not applied for DD Services, please go to your county's website to apply.

[Multnomah County website](#) ; [Washington County website](#); [Clackamas County Website](#)



Personal Statement (Answer the Questions Below)

(If this section is written by someone other than the applicant, please write the exact words used by the applicant. Use as much space as needed.)

17. Why do you want to be a Project SEARCH intern? [Click or tap here to enter text.](#)
18. What do you hope to gain from Project SEARCH? [Click or tap here to enter text.](#)
19. Do you want to work or find paid employment after Project SEARCH? [Click or tap here to enter text.](#)
20. What do you want us to know about you? [Click or tap here to enter text.](#)
21. How do you plan to get to work every day? [Click or tap here to enter text.](#)
22. Do you need any accommodations to work independently? [Click or tap here to enter text.](#)

Release of Information

After looking at this form, the Selection Team will reach out to any school and / or agency contacts. They will ask for other information to get to know you better.

This may include:

- Education documents such as: Evaluation Team Report (ETR), Individualized Education Program (IEP), attendance and health records, assessments
 - VR documents such as: Individualized Plan for Employment (IPE), other assessments
 - Long term support documents such as: a functional screen
23. You and your guardian (if applicable) will need to sign the accompanying “Release of Information” form. Do you have any concerns about signing this release of information?



Project SEARCH Intern Agreement

You and your guardian (if applicable) will need to sign this agreement if you are accepted into the program.

I, (insert name here), understand that if I am accepted into the Project SEARCH program

- I will complete at least 3, 12 weeks unpaid internship rotations at Multnomah County DCHS
- I will attend the program every day from 9 a.m.- 3:30 p.m.
- I will follow the dress code and arrive looking clean and neat.
- I will contact my instructor and supervisor if I must miss work.
- I will make up any unfinished tasks because of my absence.
- I will follow all the rules of Multnomah County DCHS and of the Project SEARCH program.
- I will attend all meetings with my VR counselor, home supports, guardian (if applicable), skills trainers, and business staff.
- I will participate in and discuss any issues at my meetings.
- At the completion of the program, I will actively work with my job developer to look for paid work that is 16 hours a week or more in an integrated setting.
- I will complete the required background check and provide proof of being fully vaccinated for COVID.

24. I have read the statements above. If accepted into the program, I agree to these terms. I understand that I may be asked to leave Project SEARCH if I do not follow these terms.

Thank you! We will email you to let you know we got your application.