

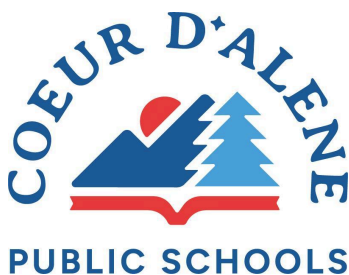


Application Information and Instructions: Part 1

Project SEARCH

Coeur d'Alene Idaho

2027-2028



KootenaiHealth



*Idaho Division of
Vocational Rehabilitation*

*** Please keep this portion of the application for your own records**



Eligibility Criteria

- Desire and plan to work competitively in the community at the conclusion of the Project SEARCH program.
- Be at least 18 years of age by the 1st day of the Project SEARCH year (September) and have independent personal hygiene and grooming skills.
- Possess Social Security card and government issued picture ID.
- Have independent daily living skills and be able to communicate effectively (may be other than verbal).
- Have completed four years of high school, met graduation credit requirements, and have a current IEP. IEP must state "The student will meet high school graduation requirements with adaptations determined by the IEP Team."
- Students accepted into Project SEARCH will walk in graduation with their high school class and pick up a certificate of completion a week or so following walking in graduation. High school diploma pick up and graduation date will be deferred until the completion of Project SEARCH. Students and their families agree that this will be the last year of student services through the school district.
- Meet eligibility requirements for Idaho's Division of Vocational Rehabilitation and have a Pre-ETS (Pre-Employment Transition Services) case opened with VR.
- Maintain appropriate behavior and social skills in the workplace without immediate supervision. Take direction from supervisors (Project SEARCH and hospital staff).
- Be willing to explore transportation options and to train for independent travel.
- Ability to maintain a high level of attendance (less than 12 absences during the Project SEARCH year). Project SEARCH follows the school calendar and meets from 7:30am to 2:15pm Monday-Friday.
- Available for some after program presentations and events. These occur 3-6 times per year usually in the evening hours (4pm - 6pm).
- Previous experience in a work environment, including school, volunteer and paid work is preferred.
- Project SEARCH is located on the Kootenai Health campus. Kootenai Health requires the influenza vaccine for all individuals providing services in a Kootenai Health facility who will have contact with our patients or employees. Kootenai Health will provide the vaccine free of charge. While vaccination is the preference, Kootenai Health also allows individuals to request medical or religious exemptions for the vaccine.
- Successfully complete the two-week trial period at the start of the Project SEARCH year. A background/criminal check, drug screening and TB test will be conducted by and paid for by Kootenai Health during this time.



Application and Selection Process

This application process enables the Selection Committee* to properly assess each student candidate's skills, abilities and background. Our goal is to select students who will be successful in the Project SEARCH program and reach the outcome of competitive employment.

The Selection Process includes the following guidelines:

1. Project SEARCH applicants and a parent/guardian/support staff are encouraged to attend application information night **December 3, 2026 4pm-5:00pm** at the Project SEARCH Building: 2190 W Ironwood Center Dr, Coeur d'Alene Idaho, 83814.
2. All students applying to Project SEARCH are encouraged to attend the Project SEARCH presentation on **December 17, 2026 from 4pm-5pm**. The presentation will be at the Kootenai Health Health Resource Center: 2215 Kootenai Health Way, Coeur d'Alene, ID.
3. **The completed application is due on February 11, 2027 by 3pm.**
4. Applicant interviews will be scheduled for the afternoons of **February 16-18 and 22-24** at the Project SEARCH Building. The Project SEARCH applicant and a parent/guardian/support person need to attend.

Please note:

- For additional information, see the timeline and checklist included in this packet.
- Incomplete applications will not be considered by the Selection Committee
- If you want to withdraw a completed application, please contact Project SEARCH in writing at any time during the application process.

* Selection Committee includes:

- Project SEARCH staff, Coeur d'Alene School District
- Kootenai Health staff representative
- Director of Special Education, Coeur d'Alene School District or admin designee
- Counselor from Idaho Division of Vocational Rehabilitation (IDVR)
- Parent of a Project SEARCH graduate
- Community Business Partner

The selection committee will give the highest preference to students who meet the selection criteria and reside within the Coeur d'Alene School District boundaries. Students from outside the Coeur d'Alene school district will be selected if there are intern slots available. Each year, 8-13 applicants are selected to participate in Project SEARCH as determined by Kootenai Health (our host business).



Application Timeline 2027-2028 Program Year

October 21, 2026	Applications will be available on the Project SEARCH Coeur d'Alene website www.cdaschools.org/page/project-search/
December 3, 2026	Application Information Night 4:00pm (more details page 6) for high school seniors & parents *Project SEARCH Building (address below)
December 17, 2026	Project SEARCH Presentation 4:00pm Kootenai Health: Health Resource Center 2215 Kootenai Health Way, Coeur d'Alene, ID
February 11, 2027	<u>Applications DUE by 3:00pm</u> *Project SEARCH Building OR Coeur d'Alene School District Office: 1400 N Northwood Center Court, Coeur d'Alene, ID 83814
February 16-18, 22-24, 2027	Interviews (more details page 7) Individually scheduled with the applicant and parent/guardian as applications are received *Project SEARCH Building
March 10, 2027	Selection Committee meets
March 19, 2027	Notification letters (acceptance/declination) sent to applicants
March 24, 2027	Project SEARCH Presentation 4:00PM Kootenai Health: Health Resource Center 2215 Kootenai Health Way, Coeur d'Alene, ID
June 9, 2027	Project SEARCH Graduation Celebration 4:00PM Kootenai Health: Health Resource Center 2215 Kootenai Health Way, Coeur d'Alene, ID Class of 2027 Graduation ○ Introduction of the Project SEARCH Class of 2027-2028

For more information, please contact
Theresa Moran (208) 625-5799 tmoran@cdaschools.org
***Project SEARCH Building: 2190 W Ironwood Center Drive, Coeur d'Alene, ID 83814**



2027-2028 Application Check Sheet

Please note: All required documents must be completed and submitted together for consideration.

- ☐ Completed Application and Consent Form-Access to School Records (Part 2a)
- ☐ Academic History Form (Part 2b)
- ☐ High School Transcripts
- ☐ Attendance Report (High School Report)
- ☐ Discipline Records (High School Report)
- ☐ Teacher Assessment (Part 3)
- ☐ Current Individual Education Plan (IEP)
- ☐ Special Education Eligibility Report with signature page
- ☐ One (1) Letter of Recommendation (optional)
Non-family member; preferably not the teacher who completed the Teacher Assessment

Return completed application to:

Theresa Moran at Project SEARCH Building

Or mail to:

**Coeur d'Alene School District 271
1400 N Northwood Center Court
Coeur d'Alene, ID 83814**

Applications are DUE no later than February 11th, 2027 by 3pm

Questions?

Theresa Moran

tmoran@cdaschools.org

(208) 625-5799



Application Information Night

When: December 3, 2026; 4:00PM-5:00PM

Where: Project SEARCH Building
2190 W Ironwood Center Dr, Coeur d'Alene ID, 83814

Who Needs to Attend? High school seniors and parents/guardians/support staff

Activities to be completed during this time:

- ★ Project SEARCH presentation
 - What is Project SEARCH?
 - The application process
- ★ Meet the Project SEARCH team
- ★ An opportunity to have your questions answered

If you are unable to attend the Application Information Night please contact Theresa Moran at 208-625-5799 or by email tmoran@cdaschools.org and another date can be arranged.



Interviews

When: Scheduled individually (February 16-18, 22-24, 2027)

Interviews will be scheduled upon receipt of the completed application

Where: Project SEARCH Building
2190 W Ironwood Center Dr, Coeur d'Alene ID, 83814

Who Needs to Attend? Project SEARCH applicant and parent/guardian/support staff

The interview will include:

- **Student Interview (5-10 minutes)**
- **Parent Interview (5-10 minutes)**
- **Assessments by parent and student (application Parts 4 & 5)**
- **Photo taken of the student applicant (Dress for Success!)**

Plan on 30-45 minutes to complete this process

Applicants are encouraged to prepare to answer the following questions:

- 1) Please tell us a little about yourself.
- 2) Why are you interested in Project SEARCH?
- 3) What would be your dream job and why?
- 4) What job would you be interested in obtaining after Project SEARCH?
- 5) Do you plan to work full time or part time? Are you willing to work weekends and holidays?
- 6) What jobs have you done in the past? At home? At school? For pay? Or volunteer?
- 7) Do you have any questions about Project SEARCH?

***Students are encouraged to bring notes to the interview to assist them in answering the interview questions.**



2027-2028 Application (Part 2a)

The following information is to be completed by the **student**, parents/guardians, and teachers collaboratively. **The student should complete as much of the application as possible independently.**

Please complete with blue or black ink.

A. Student Personal Data

Student name:

First Middle Last

Address:

Street City Zip Code

School currently attending: _____

Student Cell Phone: _____ Home Phone (if applicable): _____

Student Email: _____

Date of Birth: _____ ☐ Male ☐ Female

B. Parent/Guardian Data

Parent name 1: _____
First Last

Parent 1 Cell Phone: _____ Parent 1 Home Phone (if applicable): _____

Parent 1 Email: _____

Parent name 2: _____

First

Last

Parent 2 Cell Phone: _____ Parent 2 Home Phone (if applicable): _____

Parent Email 2: _____

Address (if different from student): _____

Street

City

Zip Code

Are either of the above persons a legal guardian to the student as granted by the courts?

☐ **Yes**

☐ **No**

If yes, please attach copy of guardian paperwork

C. Your signature below shows agreement to the following terms:

1. Trial Period: A two-week trial period at the start of the program year will be required of all accepted enrollees.
2. The goal of Project SEARCH is paid community employment at the conclusion of the one school year program (September 2027-June 2028).
3. Kootenai Health requires a background check, drug screening, TB test, flu vaccine (or exemption) for each Project SEARCH intern. Kootenai Health will cover the costs of these checks, screenings and vaccines.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(if parent is legal guardian)

D. Future Employment and Background

1. How do you want to be employed in the community upon completion of Project SEARCH?
☐ **Full time** ☐ **Part time**

2. Are you willing to work holidays and/or weekends?

☐ **Yes**

☐ **No**

If no, why not? _____

3. Do you plan to work while attending Project SEARCH?

☐ **Yes**

☐ **No**

If yes, where? _____ **What days?** _____

How many hours per week? _____

4. Do you plan to attend college while attending Project SEARCH?
☐ **Yes** ☐ **No** **If yes, how many classes?**_____
5. Do you have an open case with Vocational Rehabilitation for Pre-ETS (Pre-Employment Transition Services)?
☐ **Yes** ☐ **No**
6. Have you participated in community work experience and/or summer employment programs through Vocational Rehabilitation (VR)?
☐ **Yes** ☐ **No**
If yes, when (month/year) of participation?_____

Where did you work?

E. Work Experience

List any work experience, either paid or unpaid that you have done in school, in the community or at home.

Include work experience programs that you participated in while in high school, during the summer and/or volunteer jobs.

Check this box if you do not have any prior paid or unpaid work experience: ☐

Employer	Job Title	Job Duties	Supervisor Name (First and Last) and Phone Number	Employment Details
				Start Date: End Date: ☐ Paid ☐ Unpaid
				Start Date: End Date: ☐ Paid ☐ Unpaid
				Start Date: End Date: ☐ Paid ☐ Unpaid

Please attach additional pages to include all paid and volunteer work experience if necessary.

May we contact the above employers? ☐ Yes ☐ No

1. Have you ever been fired from a job?

☐ **Yes** ☐ **No**

If yes, please explain:

2. Have you ever quit a job?

☐ **Yes** ☐ **No**

If yes, please explain:

3. Do you have any physical limitations that would prevent you from being able to stand or walk for up to 4 hours a day?

☐ **Yes** ☐ **No**

If yes, please explain:

F. Service Agencies

1. Do you have a Vocational Rehabilitation Counselor (IDVR)?

☐ **Yes** ☐ **No**

Name: _____ **Phone Number:** _____

2. Do you have SSI or SSDI (Social Security Benefits) or Medicaid services from the Department of Health and Welfare (H&W)? Check all that apply.

☐ **SSI** ☐ **SSDI** ☐ **Medicaid**

Other Benefits? Please explain: _____

3. Do you have a Targeted Service Coordinator (TSC) or Community Based Rehabilitation (CBR) worker or other support worker?

☐ **Yes** ☐ **No**

Name: _____ **Phone Number:** _____

Agency: _____

4. Please list other service agencies in which you gain assistance:

Agency: _____ **Phone Number:** _____

Agency: _____ **Phone Number:** _____

G. Student Response Question:

Complete in your own words and/or a person assisting can write the response in the student's own words.

1. Why do you want to participate in Project SEARCH?

2. What job would you be interested in obtaining after the completion of Project SEARCH?

3. What questions do you have about Project SEARCH?

Please see the Project SEARCH schedule below. Are you able to fully participate in this schedule on a daily basis (Monday-Friday)?

☐ Yes ☐ No

If no, please explain: _____

Project SEARCH Schedule During Internships

7:15am - 8:50am	Arrival/Training Room Instruction/Job Skill Development
9:00am - 1:30pm	Work in Hospital Departments (30 minute lunch scheduled by department)
1:30pm - 2:15pm	Return to Training Room Reflection with instructor and skills trainer Further Job Skill Development

H. To be completed by the person assisting the student (if applicable):

Name Title Date

Organization Phone Number Email

Signature of person assisting the student

Nondiscrimination Notice

The Coeur d'Alene School District complies with all applicable laws and does not discriminate on the basis of race, color, religion, sex, national origin, age (40 or older), genetic information, veteran status or disability in any educational programs or activities receiving federal financial assistance or in employment practices. The District provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance with this nondiscrimination policy may be directed to the Section 504 Program Coordinator or Executive Director of Human Resources at the District Office, 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho 83814-2472, (208) 664-8241.



Consent for School Records

I, _____ (adult student or court appointed guardian), hereby give consent for the Project SEARCH selection committee (including members from local school districts, Vocational Rehabilitation, Kootenai Health and community members) to gather and review school documents (including the Project SEARCH application, IEP, special education eligibility report, transcripts/grades and attendance records) for the sole purpose of consideration for the Project SEARCH at Kootenai Health program.

Student Signature: _____ Date: _____

If applicable, parent or court appointed guardian signature:

_____ Date: _____



Academic History 2027-2028 Application (Part 2b)

Student Name: _____

School Guidance Counselor or other School Official Use Only:

Total Credits to Date: _____ Cumulative GPA to Date: _____

Is this student on track for graduation in June? ☐ Yes ☐ No

List of Course Deficiencies (if any): _____

Comments about Academic Performance: _____

Days Absent: ____ 9th grade ____ 10th grade ____ 11th grade ____ 12th grade

Comments about Attendance: _____

Disciplinary Actions per year:

____ 9th grade ____ 10th grade ____ 11th grade ____ 12th grade

Comments about Disciplinary Actions: _____

Name of Person Completing this form: _____

Position: _____ Date Completed: _____

School Name: _____

- Please attach the following:
 - Current transcript and most recent report card/grades
 - Attendance report for all high school years
 - Discipline report for all high school years
- Return completed form and attachments to the student applicant to be included in his/her Project SEARCH application

If you have any questions regarding this form, please contact Theresa Moran, Project SEARCH instructor at (208) 625-5799 or tmoran@cdaschools.org. Thank you!



Teacher Assessment 2027-2028 (Part 3)

Student Name: _____

Please complete this assessment for the Project SEARCH applicant. Your honesty when filling out this information to help us appropriately evaluate the applicant. Please mark N/A for items that you are unsure of and add additional notes as appropriate. If you have any questions about this assessment please contact Theresa Moran at tmoran@cdaschools.org or call 208-625-5799

Teacher Name: _____ Date Completed: _____

School Name: _____ E-mail: _____

Work Phone Number: _____

***Please return this assessment to the student in a sealed envelope to be submitted as part of his/her application packet.**

A. Commitment to Community Employment

- ☐ Student wants to get a job.
- ☐ Student's family supports the goal of competitive community employment for the student.
- ☐ Student has an original Social Security Card.
- ☐ Student has a State ID or a Drivers license as a picture ID.
- ☐ Student can pass a pre-employment drug screen.
- ☐ Student can pass a criminal background check.
- ☐ Student can be contacted by phone (either home or cell phone).
- ☐ Student can be contacted by email.
- ☐ Student receives SSI or other forms of public assistance.
- ☐ Student has been referred to Vocational Rehabilitation.
- ☐ Student has a Service Coordinator (TSC) or CBR worker or therapist that supports the student or has attended IEP meetings.

Name of worker: _____ Agency: _____
Email: _____ Phone number: _____

Name of worker: _____ Agency: _____
Email: _____ Phone number: _____

B. Attendance

Within the current school year, the student has had:

- ☐ no (0) absences or tardies this school year.
- ☐ 1 – 5 absences or tardies this school year.
- ☐ 6 – 10 absences or tardies this school year.
- ☐ 11 or more absences or tardies this school year.
- ☐ The student has a medical condition that requires frequent hospital stays/excessive doctor/clinic visits (more than 12 days per school year).

Additional comments on attendance:

C. Appearance and Professional Presentation

Student arrives at school and/or work daily with:

- ☐ Clean and combed hair
- ☐ Clean clothes
- ☐ Brushed teeth/oral hygiene
- ☐ Wears appropriate clothing for the weather
- ☐ Follows school dress code
- ☐ Possesses good personal hygiene everyday

Will the student be able and willing to follow the Kootenai Health dress code? See dress on page 7. ☐ Yes ☐ No

D. Independent Daily Living and Self Care Skills

- ☐ Student is able to take care of all personal needs independently, including dressing/undressing and using the restroom without assistance.
- ☐ Student needs assistance with dressing/undressing and using the restroom.
- ☐ Student is able to eat and feed themselves without assistance.
- ☐ Student needs assistance when eating and help feeding themselves.

Additional comments on appearance and independent daily living skills:

E. Physical Abilities

- ☐ Student has the ability to stand and walk for at least an hour without a break.
- ☐ Student has the ability to walk at a reasonable pace.
- ☐ Student has the ability to bend at the waist to complete a task, such as mopping.
- ☐ Student has the ability to squat to complete a task, such as picking up a box.
- ☐ Student has the ability to push a cart, such as a shopping cart.

Additional comments on physical abilities:

F. Transportation

- ☐ Student has own car, drivers license and insurance.
- ☐ Student knows how to use public transportation (City Link).
- ☐ Student is willing to learn to use public transportation (City Link).
- ☐ Student has a family member/other who are willing to provide on-going transportation.
- ☐ Student is eligible for disability related transportation assistance (Medical transport or Citylink Para Transit).

G. Appropriate Social and Behavior Skills

- ☐ Student does not engage in flirting, inappropriate touching or public displays of affection such as holding hands, hugging, or kissing.
- ☐ Student does not swear or use profanity in a school or work setting.
- ☐ Student shows respect to his/her peers and adults.
- ☐ Student works cooperatively with others.
- ☐ Student accepts correction and criticism without a negative reaction or behavior outburst.
- ☐ Student has not lost his/her temper in a school or work environment.
- ☐ Student has displayed aggressive behavior in a school or work setting:
 - ☐ screaming or yelling
 - ☐ hitting/punching
 - ☐ spitting
 - ☐ kicking
 - ☐ fighting

Additional comments on behavior:

H. Interpersonal Communication

- ☐ Student responds when someone speaks or asks questions.
- ☐ Student makes eye contact.
- ☐ Student uses an appropriate tone of voice.
- ☐ Student engages in appropriate conversation in a school or work environment.
- ☐ Student uses appropriate body language in the school or work environment.
- ☐ Student does not use inappropriate hand gestures.
- ☐ Student sits appropriately in a chair with correct posture most of the time.
- ☐ Student respects personal space.
- ☐ Student uses a cell phone and electronic equipment (computer, Chromebook, etc) appropriately according to the school policy including refraining from talking and answering the phone, texting and listening to music.

I. Recreational Activities

☐ Student participates in organized group activities:

☐ Sports – if yes, what type(s)?

☐ Band

☐ Choir

☐ Theater

☐ Scouts

☐ Church youth group

☐ Community recreation, Special Olympics, SNR-Specialized Needs Recreation

☐ Computer or electronic games

☐ Other activities or school organizations

☐ Student likes to exercise on his/her own (walking, running, biking, etc.)

☐ Student belongs to a gym in the community.

☐ Student has the following hobbies: _____

J. Production Rate and Work Quality

☐ At work or at school, student gets most tasks finished on time and turns in assignments by the due date with accuracy of 70-100%.

☐ At school or on the job the student's work is organized and neat.

Please add any comments about the student's speed of work and quality of work:

K. Employability Skills

☐ Student gets to school, work or other appointments on time and independently.

☐ After lunch or a break, student returns to class or work on time.

☐ Student knows how to tell and keep track of time.

☐ Student stays on a task until it is finished or told to move on to another task.

☐ If interrupted, student can return to a task and finish it.

☐ Student can access the necessary information to fill out job applications.

L. Academic Skills

☐ Student's favorite subjects in high school are:

☐ Student uses a calculator when doing math problems or for everyday use

☐ Student can read the newspaper and magazines for news and other information.

☐ Student can write or keep a diary/journal

Grade Level Equivalence

Reading Grade Level: _____

Writing Grade Level: _____

Math Grade Level: _____

1. Please list accommodations the student has used in the classroom.

2. Please list ways that help the student to learn best or tools that best work for the student.

M. Computer/Electronic Skills

- ☐ Student has basic keyboarding skills and uses correct typing techniques.
- ☐ Student has basic keyboarding skills and uses only two fingers (hunt and peck).
- ☐ Student can create letters and other documents (Word or Google Docs).
- ☐ Student can create spreadsheets and other documents (Excel or Google Sheets).
- ☐ Student can create a presentation (PowerPoint or Google Slides).
- ☐ Student can use email correctly.
- ☐ Student can access the Internet to get information, find services such as Google maps and use various search engines.
- ☐ Student uses a computer to play games, watch TV shows, listen music, etc.
- ☐ Student has no computer skills.
- ☐ Student uses a cell phone to talk to others.
- ☐ Student uses a cell phone for texting.

N. Problem Solving & Conflict Resolution

- ☐ Student is able to recognize a social problem or situation and work to solve the problem independently.
- ☐ Student is able to request assistance with a social problem or situation when necessary.
- ☐ Student is able to brainstorm or list possible solutions to a social problem.
- ☐ Student is able to handle conflicts in a mature manner.
- ☐ Student is able to understand constructive criticism of his/her work.

Overall, how much support does this student need to complete their work at school or on a job?

Please circle one: 1 being full support and 10 being no support (student is fully independent)

1 2 3 4 5 6 7 8 9 10

O. Comments

Please share any information about the student that you think is relevant to the student's participation in this program.

Thank you for your input on the Project SEARCH application!

Project SEARCH and Kootenai Health Dress Code

- Slacks, Dockers and corduroy pants (any color) are acceptable. Skirts and dresses must be knee length or longer. No jeans or jean-like materials (no denim).
- Collared shirts and blouses are acceptable. Polo shirts are a great choice.
- Clothing must be clean and in good condition (no holes).
- Clothes must fit properly (not too tight or sagging), the neckline needs to be conservative/modest.
- Closed-toed, clean, safe and quiet shoes need to be worn at all times. The shoes should tie or otherwise fasten. Sneakers in good condition are recommended.
- No t-shirts.
- Underwear cannot be seen.
- No sandals, including Crocs and flip-flops.
- No jeans, stretch pants, sweat pants/workout pants, leggings or cargo pants.
- Leggings may be worn with skirts and/or dresses only.
- Hair (including facial hair) must be neat, clean, well-groomed and of a naturally occurring hair color.
- Jewelry is to be tasteful, limited in amount and safe for our patients and employees. “Safe” may be determined at the department level. Acceptable piercings are limited to ear and nose studs; nose rings (hoops) are not acceptable.
- Visible tattoos must be in good taste or covered at all times if related to sexual, political or of religious nature.

By following this dress code you will be prepared for job development activities including picking up applications, filling out applications on site and interviewing for most jobs. Students are expected to arrive and depart Project SEARCH in clothing that adheres to this dress code. Example: Students are not allowed to change into gym clothes until the end of the Project SEARCH day (2:15PM) without prior permission from the Project SEARCH staff.

While in internship rotations most interns will be required to wear scrubs or polo shirts. Scrubs and polo shirts will be provided by Project SEARCH. Interns will be issued scrubs and/or polo shirts. Interns are responsible for maintaining cleanliness of their uniforms, as well as arriving at Project SEARCH in the appropriate attire.