

# **Saint John's County School District**

Exceptional Student Education Department



**ESE Structured-Work Study  
Transition Program  
for 18-22-Year-Olds  
*Application and Guidelines*  
2023 - 2024**

# Mission

*The St. Johns County transition programs encourage community engagement and peer interaction through transition instructional activities, integrated job training, and activities in an age-appropriate setting while working toward gainful employment and community independence.*

## **Program Goals for Students:**

- Increase the level of independence and confidence.
- Become contributing and integral members of their local community.
- Develop skills to obtain competitive employment in their field of choice.
- Engage in age-appropriate interactions with peers and practice social and communication skills across settings.
- Improve self-determination and self-advocacy skills.
- Develop age-appropriate leisure and recreation interests.
- Engage the support of adult service agencies before exiting the program.

## **Work Experience:**

- **Non-paid job training:** Students will receive career exploration and training from school district staff and job site supervisors at various work sites such as, but not limited to, maintenance, clerical, or food service.
- **Job Shadowing Experiences:** Students will be given the opportunity to job shadow in their job interest area.
- **Competitive Employment:** District transition staff and adult agencies will guide the student in obtaining competitive employment after the career experience. Job training will be provided as outlined by the student's Individualized Education Plan (IEP).

## **Instruction:**

- Students will receive instruction in life skill curriculum areas.
- Instruction takes place in various areas designated for program use within the community. Instructor, Job Trainer, and other district staff, along with job site supervisors, work collaboratively to provide job-training instruction at rotating job sites.

## **Community Involvement Orientation and Assimilation:**

- Students will interact with age-appropriate peers in employment and recreational activities.
- Students and families will be linked with outside agencies.
- Students will participate in Community Based Instruction to access community social and leisure/recreation activities.
- Students will receive support from other School District programs and curriculum staff.

## **Curriculum Areas Based on Individual Student Needs May Include:**

- Self-Determination and Self-Advocacy
- Employability Skills
- Financial Literacy
- Interpersonal Communication and Social Skills
- Orientation and Assimilation into Community Activities
- Computers & Technology
- Career Exploration
- Public Transit System Travel Training
- Essential Life & Daily Living Skills
- Functional Skills

**Has this student had any successful off-campus job training, volunteer, or paid work experience?**

☐ Yes      ☐ No      ☐ Not Sure

**Please list all-volunteer, Community-Based Vocational Education (CBVE) and/or paid work experiences: (grade, site(s), specific tasks).** \_\_\_\_\_

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**Please check what applies to the student.**

1. How often is this student absent?

- ☐ Rarely  
☐ Occasionally  
☐ Frequently

2. Has the student had any discipline referrals or undocumented discipline history in high school?

- ☐ Yes  
☐ No  
☐ Not Sure

3. Please check the student's need for the services of a nurse during the school day.

- ☐ None  
☐ As needed  
☐ Weekly  
☐ Daily

4. Does the student have a Health Care Plan?

- ☐ Yes  
☐ No  
☐ Not sure

5. Has this student required the services of a behavior specialist during the school day at any time during the past three years?

- ☐ Yes  
☐ No  
☐ Not sure

7. Has the student required the services of the guidance counselor while in high school?

- ☐ Yes  
☐ No  
☐ Not Sure



# Life Work Transition Programs

## Requirements

Students with disabilities who have completed the academic requirements for a Standard Diploma and need additional work-related transition skills are eligible to defer receipt of their diploma to participate in a work-study program and apply to our Transition program for students with disabilities. Selected students will participate in a planning meeting and if they choose to continue receiving transition services, will withdraw from their high school and enroll in Life Work (which is an ESE center school.)

Documented successful work experience is preferred but not required. Students who have completed all requirements for a Standard Diploma and have opted to defer receipt of their diploma to participate in a work-study program are eligible to apply. Selected students must comply with all required business policies, such as dress code and rules of conduct. SJCSO provides transportation to Life Work by school bus or via district-assigned vehicle driven by SJCSO staff.

### Program Requirements:

- Be between 18-21 (services are provided up to the 22nd birthday).
- Demonstrate the ability to conduct oneself responsibly in social, private, and/or personal settings with limited staff assistance.
- Exhibit socially responsible behavior when unsupervised.
- Have a Transition Individual Education Plan (TIEP), with paid employment as a goal/student desire.
- Have a desire for paid employment in their community.
- Be a client of Vocational Rehabilitation via the Pre-ETS or Traditional pathway.
- Be motivated to work and learn the vocational/academic skills necessary for paid employment.
- Be independent in personal hygiene, toileting, grooming, and dress in the appropriate school or work attire.
- Possess the ability, physically or with adaptive equipment, to feed oneself independently.
- Present a means to independently communicate and communicate name/emergency contact information in a form that is comprehensible to strangers.
- Function independently without one-on-one supervision in all settings, including transportation.
- Be independent in self-administering medication(s) as prescribed, as necessary.
- Demonstrate consistent school attendance and punctuality.
- Be willing to utilize specialized transportation or general education transportation to and from program sites without the support of a bus aide.
- Can cross streets at major intersections safely with limited supervision or assistance.
- Have a state ID and Social Security Card or Work Authorization to obtain employment by the date of enrollment in the program.

### Disclaimer

*Please note that students must apply and be accepted to participate in any of the SJCSO Transition Programs (Life Work, Project Search, Community Campus). Once the student's application has been reviewed, a team member will contact the family to schedule an IEP meeting. SJCSO Transition Programs (Life Work, Project Search, Community Campus) reserve the right to dismiss any student who is unable to comply with the program requirements. If dismissed from a SJCSO Transition Program, students may either re-register at their zoned school or accept their deferred diploma and exit SJCSO.*



# Life Work Dual Enrollment



Life Work students may participate in Dual or Secondary Enrollment classes at First Coast Technical College (FCTC) with consultative support provided by Life Work staff, pending the application process and acceptance.

## *FCTC Dual Enrollment programs:*

- Air Conditioning, Refrigeration, and Heating Technology
- Landscape & Turf Management
- Nursery Management
- Automotive Service Technology
- Culinary Arts
- Diesel Technologies
- Dental Assisting
- Medical Assisting
- Welding Technologies

## *High School Secondary Programs:*

- Horticulture Science and Service
- Landscape Operations
- Culinary Arts
- Early Childhood Education
- Cosmetology
- Facials Specialty
- Nails Specialty

## *Minimum Requirements for Enrollment:*

- Good attendance and discipline record
- 2.0 unweighted GPA (dual enrollment only)
- On track for graduation
- Room in the student's schedule for a minimum of two consecutive periods.  
\*Please be advised some courses may require additional periods.
- Complete required assessment(s) (dual enrollment only)

## **Disclaimer**

*Applying as a dual enrollment student does not guarantee automatic acceptance or full-time enrollment. FCTC will notify you of enrollment status, via email, in August. Transportation to First Coast Technical College is not guaranteed. Please see FCTC's [website](#) for more information.*



# Project Search Transition Programs

## Requirements

*Project SEARCH is a one-year, fully immersive internship program for students with disabilities who have been determined eligible for services through Vocational Rehabilitation (VR) and have met all criteria and requirements for entrance into the program. This program is a partnership between SJCSO, The ARC of St. Johns (The VR provider), and the host business site.*

Students may enter Project SEARCH directly without participating in a post-high school class, but it is highly recommended that students participate in at least one year of a post-high school program through Life Work, Community Campus, or a School-Based Program. Each site has a teacher and an employment specialist provided by SJCSO and a job coach provided by The ARC of St. Johns. The ARC of St. Johns provides transportation to the post-high school sites.

### **Program Requirements:**

- Be between 18-21 (services are provided up to their 22nd birthday).
- Have a Transition Individual Education Plan (TIEP), with paid employment as a goal/student desire.
- Qualify for Supported Employment through Vocational Rehabilitation.
- Have a desire for paid employment in their community.
- Demonstrate consistent school attendance and punctuality.
- Demonstrate the ability to conduct oneself in social, private, and/or personal settings with limited staff assistance or when unsupervised.
- Be motivated to work and learn the vocational/academic skills necessary for paid employment.
- Be independent in personal hygiene, toileting, grooming, and dress in the appropriate school or work attire.
- Possess the ability, physically or with adaptive equipment, to move from one location to another without staff assistance or supervision.
- Possess the ability, physically or with adaptive equipment, to feed oneself independently.
- Present a means to independently communicate and communicate name/emergency contact information in a form that is comprehensible to others.
- Function independently without one-on-one supervision in all settings, including transportation.
- Be independent in self-administering medication(s) as prescribed, as necessary.
- Be able and willing to utilize general education transportation independently to and from program sites.
- Can cross streets at major intersections safely with limited supervision or assistance.
- Have a state ID and Social Security Card or Work Authorization to obtain employment by the date of enrollment in the program.

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Please contact Lynne Funcheon, Program Director, to set up a tour.  
Email: [lfuncheon@arcsj.org](mailto:lfuncheon@arcsj.org)  
Telephone: (904) 844-7249 Dial 0 for the Operator to be connected

A Charter School of the St. Johns County School District. An affiliate program of The Arc of the St. Johns.

### **COMPELLING VALUE – MEASURABLE OUTCOMES**

A typical student will graduate from high school at the age of 18. The average student with Intellectual/Developmental Disability (I/DD) or other qualifying ESE measures, may complete public high school at the age of 21. The Community Campus provides a vocationally focused opportunity for students to prepare for gainful employment and practical life skills upon graduation.

### **Our Vision**

One day people with intellectual and developmental disabilities (I/DD) will participate as full members of their communities, throughout their lives.

### **Our Mission**

Provide the opportunity for hope, growth, and change to people with (I/DD) in our community.

### **Program Requirements:**

- Be an Exceptional Education Student with an IEP with prescribed transition services.
- Have met graduation requirements (with a deferred Standard Diploma) and reside within the School District of Saint John's County boundaries.
- Must be between the ages of 18-21.
- Have a Transition Individual Education Plan (TIEP)
- Demonstrate a desire to work or to learn the functional/vocational/academic skills necessary for interdependent living.
- Utilize specialized transportation without an aide.
- Be independent in self-administering medication(s) as prescribed, as necessary.
- Demonstrate consistent school attendance and punctuality.

### **We also offer Day Programs for students 22 and beyond. The program requirements are as follows:**

- The student must have the Medicaid Waiver. If they are eligible, but do not have the Med Waiver, they need to become a client of the ARC of St. Johns 6 months to 1 year prior to ending their deferment.
- If the family is interested in pursuing one of the ARCs residential programs, they will need to become a client of the ARC for a minimum of 1 year prior to ending their deferment.
- If the student is on the waitlist for the Medicaid Waiver, they will need to apply for Psychosocial Rehabilitation (PSR).

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**St. John's County School District, Exceptional Student Education Department**  
**Jennifer Argentina, ESE Program Specialist**  
**40 Orange St, St. Augustine, FL 32084**  
**Phone: (904) 547-7632**

***Application for Transition Programs***

- 1) The student and parent(s) review the attached Program Eligibility Criteria and Program Overview.
- 2) The student and Parent(s) should visit the Transition Program to observe the culture and meet the instructor before completing the registration to the transition program.
- 3) The student deferred receipt of their diploma to participate in a work-study program.
- 4) The IEP team submits a completed application packet with supporting documentation by May 15th to Jennifer Argentina.
- 5) An IEP meeting will be scheduled and must include a representation of a SJCS D Transition Program.

**Please type or print the application in ink. The application may be completed by the student independently or with assistance. The applicant, his or her parent/guardian, counselor, teacher or employer may be contacted by the Selection Committee to gather additional information.**

**Application Checklist**

- ☐ Completed application packet.
- ☐ Conduct an IEP meeting, including a member of the Transition Team, when the final program decision is made.
- ☐ Current Individual Education Plan (IEP), including Transition Goals
- ☐ Complete Project Search Vocation Assessment (if applicable)
- ☐ Permission to invite outside agency (Please include Vocational Rehabilitation, Community Campus, and Agencies for Persons with Disabilities when appropriate).

**Court Guardianship Documentation (if applicable) will be submitted upon acceptance to the program. Government-issued photo ID and Social Security Card/Work Authorization must be presented upon enrollment in the program.**

**Please keep in mind that ALL REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT WITH THE APPLICATION TO BE CONSIDERED.** A submitted Application does not guarantee that the applicant will be invited to attend Readiness Activities. Program participation is an IEP Team decision.

*All information contained in the application will be kept confidential.*

# APPLICATION PACKET

— SJCS D TRANSITION PROGRAMS FOR 18-22 YEAR OLDS

## PERSONAL INFORMATION:

To be completed by the parent/guardian in collaboration with the student.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male/Female  
(Last, First, M.I.) (MM/DD/YYYY)

School Currently Attending: \_\_\_\_\_ Student # \_\_\_\_\_ Graduation \_\_\_\_\_  
(YYYY)

Home Address: \_\_\_\_\_  
(Street, City, Zip Code)

Parent/Guardian Name: \_\_\_\_\_

Address (if different from student) \_\_\_\_\_  
(Street, City, Zip Code)

Telephone number (if different from student) \_\_\_\_\_

### STUDENT LEGAL RIGHTS (please check one):

- ☐ The student makes his/her own legal decisions.
- ☐ The parent has guardianship or is a guardian advocate. (*Court Documentation must be provided upon acceptance into the program*)

### TRANSPORTATION AND FORM OF IDENTIFICATION (please check one):

How do you plan to get to the transition program?

- ☐ Parent (or family member) ☐ Drive self or Public Transit ☐ School District Transportaion

Check which form of identification & employment authorization you have to provide potential employee:

- ☐ Florida Identification ☐ Florida Driver Learner's Permit
- ☐ Florida Driver License ☐ I do not have a Florida Photo Identification card
- ☐ Social Security Card/Work Authorization ☐ I do not have a SS card or Work Authorization

### SERVICE AGENCIES:

Are you eligible for services from The Agency for Persons with Disabilities?

- ☐ Yes ☐ No ☐ On the wait-list

Name of support coordinator: \_\_\_\_\_

Support Coordinator's email: \_\_\_\_\_

Support Coordinator's telephone number: \_\_\_\_\_

Are you eligible for services from Vocational Rehabilitaion?

- ☐ Yes ☐ No ☐ On the wait-list

Name of support coordinator: \_\_\_\_\_

Support Coordinator's email: \_\_\_\_\_

Support Coordinator's telephone number: \_\_\_\_\_



# Student Goals and Interests

To be completed by the parent/guardian in collaboration with the student.

## List one goal for your student's future in each area:

1) Academics: \_\_\_\_\_

2) Education: \_\_\_\_\_

3) Social/Leisure: \_\_\_\_\_

4) Independent Living: \_\_\_\_\_

## Career/Employment:

☐ My student will work part-time after high school.

☐ My student will work full-time.

☐ My student will not work.

☐ I am concerned that my student will lose their benefits if they work part or full-time.

## Does your student have a job and plan to work during the school year in addition to being in the program?

☐ Yes If yes, where: \_\_\_\_\_

☐ No How many days/hours per week? \_\_\_\_\_

## Which program is the student interested in attending (Select first and second choice)?

Life Work \_\_\_\_\_

Community Campus \_\_\_\_\_

Project Search \_\_\_\_\_

Dual Enrollment at FCTC \_\_\_\_\_

## Is this student a client with Vocational Rehabilitation (VR)?

☐ Yes

☐ No

☐ Not sure

## Does the student have SSI?

☐ Yes

☐ No

☐ Not sure

## Does the student have Medicaid?

☐ Yes

☐ No

☐ Not sure

## Please add any additional information you feel may be relevant to this student.

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