



Start Date: _____

Skill Building Applicant Information

(to be completed by family member/guardian)

Last Name		First Name		Middle Name	
Home Phone			Cell Phone		
Street Address				County	
City				State	Zip
Birth Date			Medicaid #		
Email Address			Medicare #		

Applying for:

Life Skills _____ Work Skills _____ Support Employment _____ T-shirt Size _____
 No. of Days Requesting _____ Days Requesting M ___ Tu ___ W ___ Th ___ F ___

Applicant receives support or services from: (please check all that apply)

- Supplemental Security Income
- Social Security Disability Insurance
- Community Mental Health
- Vocational Rehabilitation Services
- Medical Assistance
- Other: _____

Check all that apply:

- I am my own Guardian
- We have not filled out guardianship paperwork
- My parents have Power of Attorney
- My Guardian is _____
- My parents are my Guardian

All documents supporting the above checked boxes must be included with this application.

School/Agency Information

List the name(s) of high school(s)/transition programs and years of attendance.

Names of High School(s), City & State	Years of Attendance

Application Completed by: _____ Date completed: _____

Please provide the following information about your Community Mental Health Agency

CMH Agency	Main Phone
Street Address	City, Zip
Caseworker(s)	Direct Phone
E-mail address	Other

Family/Living Information

Applicant lives with Both parents Mother Father Guardian(s) Group Home

Family History

Mother/Guardian #1

Last Name	First Name
Home Phone	Cell Phone
Work Phone	Email address

Father/Guardian #2

Last Name	First Name
Home Phone	Cell Phone
Work Phone	Email address

Group Home

Name	Phone
Street	City, Zip
Contacts	Email addresses

Siblings or Other Group Home Residents

Name	Age	Name	Age

Emergency Contact Information – if contacts above cannot be reached

Name	Phone
Relationship	

Name	Phone
Relationship	

Personal Statement

(to be completed by applicant with assistance from a parent or guardian)

What type of jobs are you interested in? _____

What do you like to do in your free time? _____

What is your favorite hobby or sport? _____

What other interests do you have? _____

Below, please describe some of the skills you would like or need to learn.

Independent living (e.g., cooking, housekeeping) _____

Academics (e.g., reading, calculating, budgeting) _____

Social education (e.g., making friends, going places) _____

Work skills training (e.g., applications, job experiences, interview skills) _____

Safety training (e.g., stranger danger, community & transportation) _____

Please provide answers to the following questions.

Applicant likes _____

Applicant dislikes _____

Applicant's strengths and gifts _____

What is difficult or fearful for the applicant _____

Significant medical or physical conditions which may affect your participation in classroom, social or recreational activities _____

Medications the staff should know about _____

Behavioral challenges the applicant might experience _____

Special help needed for applicant's personal needs _____

Special staffing accommodations for the applicant (nurse, 1:1 aide, etc.) _____

How the applicant communicates his or her needs _____

Important information you need to know about me _____

Work/Volunteer Information

(to be completed by applicant with assistance from a parent or guardian)

Has the applicant demonstrated success in volunteer, supported or independent unpaid job experiences in the community or the school? Yes No

If yes, please list volunteer/job experiences and level of support required. (Does the applicant require one-to-one supervision or periodic support to perform the job, or does she or he work independently)

Job Description	Dates of Experience	Level of Support	Reason for Leaving

If no, why has he/she not participated in school or community volunteer/unpaid job experiences?

Has the applicant held a paid job in the community? Yes No

If yes, please list the jobs held, the dates of employment, the level of support, wages received, and the applicant's reason for leaving.

Job Description	Dates of Employment	Level of Support	Wages Per Hour	Reason for Leaving

Does the applicant require specialized equipment, adaptations or modifications, or specific reinforces at the workplace? If so, please describe: _____

Behavior Information

Does the applicant demonstrate satisfactory school/prior program attendance? Yes No
 How often is the program missed for illness? _____
 How often is the program missed for doctor appointments? _____

Does the applicant demonstrate satisfactory behavior? Yes No
 If no, please describe the nature of the applicant's behavioral challenges: _____

Has the applicant ever been suspended or expelled? Yes No
 If yes, what was the nature of the offense? _____
 How was the suspension or expulsion resolved? _____

Health Information

Male _____ Female _____ Height _____ Weight _____

Disability: (official diagnosis)
 ___ Cerebral Palsy ___ Autism/ASD ___ Muscular Dystrophy ___ Down Syndrome ___ Spina Bifida
 ___ Multiple Sclerosis ___ Epilepsy ___ Closed head injury ___ Other/ Explain _____

Associated problems	Normal	Impaired	Describe
• Hearing Ability	_____	_____	_____
• Visual Ability	_____	_____	_____
• Memory	_____	_____	_____
• Time-Concept	_____	_____	_____
• Perceptual Ability	_____	_____	_____

Does the applicant have seizures? ____ Yes ____ No Frequency _____

Describe the seizures including length and severity _____

Describe chronic health problems for which you see a doctor _____

List any food or drug allergies or dietary restrictions _____

List routine prescriptions and over the counter medications (name, dose, frequency) _____

Note: You must be independent in administering your medications.

Insurance Information

Is the applicant covered by Medical Insurance? ____ Yes ____ No

Name of Insurance Company _____

Card Holder Name _____

Policy Number _____ Contract Number _____

Preferred Hospital _____

Additional Medical Information you feel would be important regarding participation in the program.

Personal Support Inventory

Please rate the applicant in the following areas. If you are unsure about a skill, please select the “?” box.

Skill	Requires complete assistance	Needs moderate assistance	Needs some assistance	Needs minimal assistance	Completely independent	?
Caring for personal hygiene and grooming needs						
Dressing one self, including zippers and shoes						
Coping well with stress and anxiety						
Adjusting to new situations or environments						
Communicating needs in an appropriate manner						
Relating to others in a socially appropriate manner						
Handling conflict with another person						
Respecting persons in authoritative positions						
Follow verbal directions						
Follow written directions						
Agility, Mobility and movement capabilities						
Self-feeding						
Medication Assistance						

Has the applicant utilized assistive technology (voice recognition, dictation, iPad etc.?) Yes No

If yes, what? _____