

#2 Dear Applicant,

Thank you for applying to the Transition to Independent Living Program. A viable intake process is crucial to the success of the applicant and the program. Independent Living requires a combination of desire, motivation, skill, and experience. **Therefore, it is our policy to accept only those individuals who meet the following criteria.**

The applicant must...

- 1. be over 18 years of age.**
- 2. meet Regional Center criteria.**
- 3. be able to function without attendant care.**
- 4. have completed a high school or learning resource program.**
- 5. not have a current or chronic history of arrest or probation.**
- 6. be exempt from current or chronic history of inflicting physical harm to him/herself or others.**
- 7. be free of any medical condition that is communicable by casual contact.**
- 8. have an income equivalent to SSI's minimum rate for independent living.**
- 9. give written consent to inform and include parents with issues posing a threat to independent living.**
- 10. agree to attend and participate in the Taft College Career Education Program and required classes.**
- 11. possess self-help skills and be able to safely function in his/her own dormitory without direct supervision during non-program hours.**
- 12. express desire to participate in the program. He/she must be motivated to live independently, agree to the timeframe of the program hours, agree to honor the TIL rules and to participate in training and instruction during those hours.**
- 13. realize that upon acceptance all students are on a probationary status until successful completion of one semester.**

The pre-screening committee must agree that:

- 14. review of required intake information indicates the program to be educationally appropriate and the least restrictive environment for the applicant.**
- 15. review of required intake information indicates the applicant's individual needs can be appropriately served by the program staff and/or community resources.**



TIL Intake Process

#3 The process begins when:

- ❖ The Intake Technician receives a completed application, which includes the following:
 - your high school transcripts and Psycho-educational Report if available
 - your most current IEP
 - your most current IPP (*current – within one year*) and Annual Review
 - your Regional Center CDER evaluation (*current - within the past two years*)
 - your Regional Center psychological, psycho-educational and medical assessments
 - a referral letter from your Regional Center service coordinator

The information listed above will be reviewed upon receipt. If the applicant does not meet the entrance criteria, written notification will be sent to the applicant and parent/s or guardian/s.

- ❖ If the applicant appears to meet the entrance criteria, an initial interview will be scheduled.

The interview committee assesses whether:

- **the applicant** chooses to participate in the TIL Program.
- the applicant has the motivation and ability to complete the program in the expected timeframe.
- the applicant's individual needs can be appropriately served by the program staff and/or community resources.
- the TIL program is able to provide a least restrictive environment for the applicant.
- the applicant is prepared to enter the program. If not, the interview committee will make suggestions to enable the applicant to better prepare him/herself before being accepted to the program.
- the entrance criteria has been met.

- ❖ The applicant is not officially accepted until after a second interview is conducted.

The purpose of the second interview is to:

- assess whether **the applicant** still chooses to enter the TIL Program.
- evaluate the progress of the applicant's preparation to enter the TIL Program.
- re-assess whether the program can meet the applicant's individual needs.
- ensure the applicant understands the program requirements and agrees to honor the Taft College/TIL rules and procedures.
- afford the applicant another incremental phase of transition prior to entry.

TIL INTAKE INTERVIEW PROCEDURE

#4

Applicant interviews are part of the intake process, but not the total basis for deciding whether the applicant will be placed on the waiting list. In addition to the information gathered during the on-site intake interview, we will request information from the referring agency that documents the disability and outlines the social, educational, and vocational history of the applicant. We will also request that you obtain information from regional centers, teachers, doctors, and supervisors if applicable.

When the application packet and all of the requested materials have been received, the screening committee will review all of the information. If the documentation received indicates the TIL program is not an appropriate program for the applicant, or the applicant does not meet the entrance requirements, an interview will not be scheduled and the applicant will receive a letter of non-acceptance.

If the screening committee decides that an interview is appropriate, it will then be scheduled. The applicants are contacted informing them of the date and time of the interview. This date is always on a weekday, usually a Monday afternoon or Friday morning.

The intake interview is crucial to the success of the potential student and the Transition to Independent Living Program. Ideally the student will have taken a prior tour and has some knowledge of what it is they would learn at TIL. The applicant will be taken to a separate area from the parent/s or guardian/s for their interview. The parent/s or guardian/s will meet with staff to receive more information and to sign applicable documents. The intake interview process includes a visit to the campus, explanation of the program, tour of the TIL area (if no prior tour was arranged), a question and answer time for the family, and the interview of the applicant with the intake committee, where they can ask questions.

During the interview, the applicant may be asked to demonstrate his/her knowledge of several different tasks. This may include check-writing, handling money, telling time, reading, and demonstrating the use of a calculator.

The interview gives the potential student the opportunity to tell the committee about themselves. We believe that this intake interview and visit enables the applicant to be better prepared to make a decision whether or not they choose to enter the program.

TIL is structured so that individuals who expect to complete the program must be motivated and express a commitment to live independently. Support from home is also instrumental to the student's success.

If the applicant is successful in his/her first interview, he/she will be placed on the 2nd interview list. Placement on this list means that the applicant has the potential of being accepted into the TIL program.