



# **The Lincoln Center**

## **Student Handbook**

**2019-2020**

The Lincoln Center Mission Statement

*Educate ~ Inspire ~ Empower*

## ***Welcome!***

A warm welcome to the LC students and their families! I am looking forward to the start of the school year with anticipation, excitement, and high expectations for the success of the TLC program. We hope this student handbook will help provide additional information regarding The Lincoln Center program.

Along with staff, I will work hard to continue the legacy of success established at TLC by building strong relationships with parents, students, staff, and community partners. It is important to me to understand your perspective and work collaboratively with you. Together we will develop and maintain a school culture that leads to student success. As administrator, my door is always open and I welcome your input.

This year we will continue to focus on our use of data to drive academic and behavioral instruction, implementing the strategies to increase students' achievement in the Common Core Essential Elements, and providing exciting and challenging opportunities for all students. We will also continue to develop, implement and evaluate our school-wide positive behavior intervention support program; presenting our students with events and assemblies that help to foster a positive and safe environment.

All of the staff at TLC are excited to support the students academically, socially and emotionally. Together we will develop and maintain a school culture that leads to student success.

Lauren Feigel  
Program Administrator  
The Lincoln Center

## *Student Hours*

### Main Building:

TLC: 8:05 am – 2:51 pm

Half Day: 11:13 am

### Satellite Classroom Locations:

RHS: 8:20 am – 3:06 pm

Half Day: 11:28 am

Garfield: 8:25 am – 3:11pm

Half Day: 11:33 am

TLC Transition: 8:25 am – 3:11 pm

Half Day: 11:33 am

WMS: 8:30 am – 3:16 pm

Half Day: 11:38 am

The Lincoln Center is a centered based program that serves a wide range of disabilities. We serve students from 17 local districts within the Downriver Wayne County Area, as well as PSAs (Public School Academies). Our population includes students who have: Autism Spectrum Disorder and dually diagnosed students who have both Cognitive and Emotional Impairments.

Our mission statement at the Lincoln Center is: **Educate ~ Inspire ~ Empower**

The programs at The Lincoln Center offer our students a variety of opportunities. We focus on basic social skills, communication skills, self-care and daily living, prevocational skills, and leisure and recreational skills. We also focus on functional academics: reading, math, science, and social studies. We are implementing the Common Core Essential Elements. We also offer community-based instruction which provides the students an opportunity to practice independence and functional skills in a natural setting.

In addition to our 20 on-site classrooms, The Lincoln Center has 3 ASD satellite classrooms at Roosevelt High School, 2 ASD satellite classrooms at Garfield Elementary school, 1 ASD classroom at Wilson Middle school and 2 DD classrooms at Gerisch in Southgate.

The Lincoln Center students are served by an excellent staff of certified teachers and paraprofessionals. We also have on staff a positive behavior support team, school social worker, psychologist, speech & language therapists, occupational and physical therapists, and a school nurse. Our school administrator and professional office staff are available to answer any questions you may have. Our phone number is: 734-759-5900.

## *The Focus*

Our program's focus is to maximize each student's ability to function as independently as possible in all areas of adult life. To help our students to mature into well rounded adults, we teach skills in the following domains:

Social skills

Daily Living Skills

Community Participation (CBI)

Leisure and Recreation

Pre Vocational Skills

Functional Academics

With input from families, caregivers, advocates and from the students, specific goals and objectives are identified during the student's Individualized Educational Program Team meeting (IEPT). Growth within these areas is evaluated quarterly. The progress reports highlight achievement, individual strengths and areas needing improvement.

## ***Individualized Educational Plans***

Every student at the Lincoln Center will have a yearly IEP. The student, family members or caregivers and any other important people in the student's life are encouraged to attend. At this meeting, the student's current performance, strengths and areas of need are discussed. Progress that the student has made on instructional objectives during the previous year is evaluated and discussed. Input from all IEP team members is welcomed as goals and objectives for the upcoming year are established.

## ***Transition Planning***

A transition plan is written for every student 16 years of age and older. This is a legal component of the IEP and is updated annually. The transition plan defines skills the student is learning to help him achieve maximum independence as an adult. It also outlines future planning steps that the family is encouraged to complete to prepare for their student's school completion at age 26. The plan is divided into five areas: Education, Employment, Daily Living, Leisure & Socialization, and Community Involvement.

Including future planning tasks and identifying the individuals responsible for completing them, helps the IEP team prioritize what needs to be done to ensure that the student has the skills and community agency connections necessary for a smooth transition into the world of adult services. Individuals responsible for completing a task could be the student, parents/caregivers, school staff members or community agency representatives.

## ***Student Bill of Rights***

As a student with a disability, you have certain rights based on both Federal and State laws. This document will help you understand your rights related to getting an education and other key issues. You should always speak to your teacher and parents first if you need further information or are having a problem with asserting any of the rights listed here. If you need additional help, check with your teacher for agencies to contact.

## ***Students Who Are Eligible for Special Education Have the Right to:***

- A free appropriate public education to age 26.
- Have a statement of transition service needs included in the IEP by age 16. Transition services are strategies to prepare students for successful life.
- Attend and participate in the I.E.P. meeting at any age if a purpose of the meeting will be the consideration of the student's transition needs and services.
- The right to be informed, at least by the age of 17, that all parental rights under State law will transfer to him/her when he/she reaches the age of 18 unless guardianship is sought by someone else, through the courts.

## *Student Rights*

1. To be treated with respect as an individual.
2. To have the opportunity to advocate for oneself.
3. To participate in IEPs and transition planning meetings.
4. To have instruction reflect IEP goals and objectives.
5. To be involved in age-appropriate activities.
6. To participate in community-based instruction.
7. To be kept informed of one's progress.

In this regard,

- Quarterly progress reports are written to keep parents informed. The contents of these reports will be shared with the student.
- An IEP meeting will be held at least annually to discuss your educational needs. You will be invited and given an opportunity to participate in the meeting.

## *Self-Determination*

All students at the Center are encouraged to express choices, needs, feelings and reactions. This includes:

1. Letting others know how you feel and what you need.
2. Attempting to solve problems/make decisions about your personal life.
3. Taking responsibility and accepting the consequences for your actions.
4. Expressing preferences for the type of work you like to do and skills you would like to learn.
5. Expressing opinions at meetings about your education and future life.

## *School Procedures*

### *Attendance & Late Arrivals*

- If your student is going to be **ABSENT, LATE, or PICKED UP EARLY**, please notify the school by 7:55 a.m.
- Students **MUST BE CHECKED IN AND OUT** in the school office.
  - All students, parents and visitors must come to the main office immediately upon entry to the building.
- If you bring your student to school, you need to notify your local district transportation department. Otherwise, they will assume that he is absent and may not send a bus to pick him/her up at the end of the day.
- Also, if you intend to pick up your student at the end of the school day, you must be at school to check him/her out by 2:30 p.m. Otherwise; he/she will be put on the bus and sent home.
- If you have to bring your student to school after 7:55 a.m., please either:
  - Call ahead so we can order him/her a lunch. All calls for lunches must be in by 8:30 am.
  - Bring a lunch that is ready to eat.
  - Make sure that he/she has already eaten.

## ***Student Pick-up***

We are unable, by law, to release students to people other than the parents, except with written permission. If you need to have someone else pick up your child, please notify the office in advance in writing. They will have to show proper photo ID at the time of pick up. All students must be “signed out” in the office.

\*All of these procedures help us provide a “smooth” school day for the students. Your cooperation is greatly appreciated.

## ***Entry Procedure***

Students are not allowed to open school doors for anyone whether they know them or not. The Center has a security system in place which requires all persons entering the building to be permitted in by office staff.

## ***Visitors & Observations***

Visitors: All visitors must come to the main office immediately upon entry to the building. Office staff will provide you with a visitor badge and direct you where to go.

Observations: All student observations must have prior written approval from the parent/guardian. In addition, the teacher and school administrator must be notified of the date/time of the observation and it should last no longer than 30-45 minutes.

## ***Volunteers***

If you or someone you know is interested in volunteering at The Lincoln Center or Wyandotte Public Schools, they must contact the administrator and complete the form at the following link:

<https://wpsvolunteers.wufoo.com/forms/z1bmn1ra05qwtyf/>

Once this has been completed and approved, you must notify the administrator of the date and time that you would like to volunteer within the program.

## ***Emergency Cards***

In accordance with Wyandotte Public Schools policy, emergency cards must be filled out completely and returned to the office before the start of the school year. It is important to make sure the teacher is aware of any allergies. During the year, if your address or phone numbers change, please give us the new information as soon as you have it available. We must have accurate emergency contacts. If your son/daughter is injured or needs medical attention, we must have a way to contact you or a person of your choice if you cannot be reached.

## ***Breakfast and Lunch***

Lunch is ordered by 8:30 a.m., so if your child is coming to school later than that time, you must call school to order a lunch or you will need to bring a lunch with you. Breakfast and lunch is available from the school district. Soft and blended lunches are available for students with special eating needs. Children of families that meet federal guidelines may receive a free or reduced lunch (applications are available from the office). Students may also bring a bag lunch. Students purchasing a lunch or milk are expected to bring money each day. Credit cannot be given for lunches or milk.

Student lunchtime is a wonderful opportunity for instruction; classrooms will be expected to eat in the lunchroom.

Teachers will make sure there is enough staff in the room while students are eating for supervision, safety, and assistance. This is also a time for reinforcing student communication, social skills, feeding skills, ADL skills, and manners.

- A Lunch: 11-11:30am for all ASD rooms
- B Lunch: 11:40-12:10pm for all DD rooms

## ***Extra Clothing***

Students who are not yet toilet trained should keep a complete set of clothing at school. Make sure all clothing is labeled with your son's/daughter's name. When we send home soiled clothing, parents need to send a clean replacement to school the following day. If we send home borrowed clothing from another student, please wash the clothing and return it to school the next day. Parents are responsible for diapers, wipes, and Kleenex.

## ***Accident and Emergency Care***

Staff are required to report all accidents to the office. We are also required to report any injury the student comes to school with. Staff will fill out an Accident/Incident Report and parents may be called.

If any accident requires professional attention, a parent or guardian will be called and asked to take the child to a medical facility. If a child must be transported to the hospital by ambulance, a staff member will accompany the child until a parent comes to the hospital.

## ***Community Based Instruction (CBI)***

Students are given several opportunities to participate in the community. Parents will be required to sign a permission slip. This permission slip will cover the entire school year's outings. You will receive a new permission slip yearly.

## ***School Pictures***

School pictures are taken every year. Individual and classroom pictures are taken and made available along with a yearbook. Parents have the option of purchasing pictures of their son/daughter.

## ***Fire, Tornado and Crisis Drills***

Drills are held throughout the school year. These help to familiarize our students to emergency procedures.

## ***Bad Weather/School Closings***

In the event of bad weather or a mechanical problem, we may have to cancel school. Local radio and television stations will make the broadcast. No matter what school district you live in, when Wyandotte Schools are closed, The Lincoln Center is also closed. When your resident district is closed, there normally is no bussing to the Lincoln Center even if Wyandotte Public Schools are open.

## ***Change in Classroom Assignment***

It may become necessary for your child to change classrooms during the school year. This change could be made for a variety of reasons. Our first concern is for your son/daughter. We want to make sure that each child is in a classroom that best meets his or her needs. Teachers, support staff and administrators discuss classroom placement options that would better fit the needs of the student. Parents are always informed before a classroom change is made. An IEP does not have to be called, since placement and eligibility remain the same.

## ***Medications***

If medications need to be administered at school, our nurses require the following information:

- The name of the medication
- Current dosage
- Method of administration
- Time of the day the medication is to be administered
- Reason for medication
- Duration of administration

The “Physician’s Authorization for Medication” form provided by the school generally includes all the necessary information. A valid prescription label may be substituted for this form until written orders are received.

If your child takes any type of medication at school, even Tylenol or cold medication, we must have a signed “authorization” form from your doctor. If you need an authorization form, please let the teacher know, and one will be sent home for your completion.

If your child has diabetes, serious allergies, seizures or any other medical condition that may need more extensive monitoring, please contact the school nurse about specific procedures you want us to follow at school.

Medication must be sent in the original prescription bottle bearing the student’s name, direction for dispensing and the physician’s name. All necessary medication administration forms must be on file at the school before staff will dispense any medication. If you have questions regarding this procedure, please contact the program administrator or the school nurse.

It is school policy and **State law** that all medications be brought to school by an adult, and handed to an adult. This keeps the medication out of the students’ reach. This is an important safety issue.

When medication is sent to school in a student’s backpack, a very dangerous situation is created. Other students on the bus could get this medication out of the backpack. They could then swallow the medication, putting their lives at risk. Not only would it be a terrible tragedy if a student were injured in this way, but the person who put the medication in the backpack would be held legally responsible.

If you are unable to bring in your student’s medication yourself, please make arrangements for someone else to assist you.

## ***Health Related Issues***

There is a school nurse available to promote and maintain student health as it relates to student participation in the educational setting. The school nurse provides services which include: obtaining health assessments and developmental histories, delivering crisis intervention for sudden injury or illness, promoting control of communicable diseases, and as a resource about community health resources.

In order to protect other students, we ask that parents keep children home who exhibit any of the following symptoms: fever of 100 degrees or higher, running nose, ear aches, rashes, sore throat, red or watery eyes, bad cough, upset stomach, diarrhea or a draining sore. If your child comes to school with a slight cold, please send in additional Kleenex. ***It is imperative that students do not return to school until there has been no elevation of temperature for 24 hours and/ or there are no signs of vomiting or diarrhea for 24 hours.***

At the end of any extended illness or after a surgery, it is our policy to contact the parents/guardians and/or physician to determine any limitations our students may have. We may also request specific information to help us



support a positive recovery process. *If your child is having surgery, please let us know in advance, if possible, so we can give you the required form that the doctor will have to sign before your child can return to school.*

## ***Dress Code***

All students must maintain a reasonable standard of cleanliness and personal hygiene. In addition, students should come to school dressed appropriately for active participation in the scheduled activities. We encourage comfortable, age-appropriate clothing that conforms to the standards of the Wyandotte Public Schools community.

## ***Student Dress and Appearance Policy*** **(Wyandotte Board of Education Policy)**

1. Clean clothing shall be worn.
2. Bare midriffs, halter or tank tops, strapless or spaghetti strapped tops, bare backed tops, swimwear, pajama tops or bottoms (including flannels), pant length excessively touching the floor, mesh (see through) clothing, frayed clothing, holes ripped in the clothing, are considered improper for the classroom. Clothing must cover from the shoulders to fingertips (fingers should not touch skin).

All apparel must FIT properly – no low cut or excessively tight shirts, pants or skirts that exposes or draws unusual attention to breasts, buttocks or genitals – no spandex. Undergarments shall not be visible. No showing of cleavage is allowed. The waistline of pants will be worn on the waist/hips. Jewelry and accessories are permissible as long as it is not excessive and does not distract from the educational process. Prohibited items include but not limited to: dog collars, heavy chains, wallet chains, pierced jewelry that connects one body part to another, or any other jewelry or accessories that pose a safety concern.

3. Hats, except as necessary to fulfill religious obligations, bandanas, jackets, coats and outerwear shall not be brought into the classroom, or worn during school hours, except for students entering or exiting the building.
4. Apparel, jewelry, accessories, notebooks or grooming, which, by virtue of color, arrangement, trademark, insignia, logo, symbol, slogan, or other attribute, denotes membership in gangs which advocate drug use, violence, disruptive or criminal behavior is prohibited.
5. It is the policy and obligation of the School Board to encourage a drug free environment in the school setting, to reduce the pressures to use drugs and to promote respect for rules and laws prohibiting drugs. Drug use among students creates a climate that is destructive to learning and disrupts the maintenance of an orderly and safe school conducive to learning. Therefore, garments, buttons and patches, which advocate or promote the use of tobacco, alcohol or illegal drugs, are prohibited.
6. Students shall not wear clothing, patches, or buttons which contain profane, provocative, vulgar or obscene suggestions, including, but not limited to, descriptions or representations of sexual acts, excretory functions, nudity, swear words, expletives, or offensive language or symbols (including symbols/ groups advocating violence against people due to gender, race, religion or ethnicity).
7. For safety and health reasons, students are required to wear shoes/soled footwear. Accessories unsafe for the person, damaging to the floors/furniture, or too noisy, shall be avoided.
8. Students shall not wear hairstyles, clothing or other apparel which substantially or materially:
  - a) Interferes with the operation of the school and/or school activities;
  - b) Disrupts class work and/or the educational process;

- c) Creates disorder;
- d) Hinders discipline;
- e) Impinges on the rights of others students or school employees; or
- f) Constitutes a threat to health or safety.

## ***Smoking***

The Wyandotte Board of Education, Michigan law and a Wyandotte City Ordinance prohibit smoking in the building and on school grounds. Violators may be ticketed and are subject to the school suspension policy. Smoking is prohibited during all school-sponsored activities, including those that take place off campus or after regular school hours.

## ***Prom, Dances or Other School Events***

Students are subject to the school code of conduct at school sponsored events on or off school property. If there is a violation of the school code of conduct students are subject to disciplinary action. For Prom students that are 18 and older (by date of Prom) can attend; students that are younger than 18 will not be able to attend Prom.

## ***Code of Conduct***

Students at TLC are learning effective social skills. To help them, we provide positive behavioral support in a number of ways including strong relationship with staff, behavior plans, The Lincoln Lion/positive support program reward systems, and social skills lessons. The students are also expected to abide by the Wyandotte Public Schools Code of Conduct, which is included below. However, our special need student's disability is taken into consideration when violations occur.

1. Under the influence of, possession, use or sale of drugs or alcohol.
2. Theft.
3. Possession of a weapon or look-a-like. (E.g. guns, knives and sharp instruments, such as glass, chains, large batons).
4. Arson.
5. Gambling.
6. Setting off a false fire alarm.
7. Bomb threats
8. Bullying (e.g. intimidation, extortion, verbal taunts, name calling, put downs)
9. Smoking.
10. Threatening, intimidating, striking, or coercing Center staff, students or visitors.
11. Initiation or involvement in a fight with another student.
12. Vandalism, destruction or defacement of school or personal property.
13. Criminal or inappropriate sexual behavior.
14. Sexual, racial, gender, ethnic, or religious harassment.
15. Intentionally creating a dangerous situation.
16. Leaving the building without permission.
17. Being in an unauthorized area of the building.

## ***Addressing Staff***

Social skills are imperative to our students becoming successful in the real world. We therefore expect students that are capable, to be respectful and address staff by: Mr., Mrs., Ms. and the staff person's first or last name.

## ***Personal Possessions***

Personal possessions are the student's responsibility. The Wyandotte School District cannot be responsible for items lost or stolen at the Center. We suggest that the student bring only that which is necessary for the center program. Identification, money, notes and other small personal items should be carried in a wallet or purse. Wallets with long chains are considered potential weapons and are **NOT** permitted in school.

Radios, CD players and similar equipment should not be brought into the center. These items are disruptive to the educational process. They will be confiscated and kept in the office until the end of the school day. Parents will be notified for repeat offenders and may be requested to pick up the equipment.

## ***Electronic Communication Devices (iPods, cell phones)***

Wyandotte School Board policy allows students to bring cell phones and other electronic communication devices to school but they must be turned off and kept OUT OF SIGHT at all times. This privilege may be forfeited by any student who violates this rule. Violators are subject to discipline and having the cell phone confiscated. Confiscated electronics will not be returned to the student, a guardian will need to come to the school to get the confiscated item. The student is responsible for care of the electronic device. At no time shall the District be responsible for loss, theft or damage to the device. Student use of personal electronic devices (PEDs) in instructional areas will be at the discretion of the teacher supervising the classroom or administrator.

## ***School-Wide Positive Behavior Support at the Lincoln Center***

Today, more than ever, schools are faced with the challenging task of providing the best possible educational experience to a socially, emotionally, and cognitively diverse population of students. Among the greatest challenges in accomplishing this goal at The Lincoln Center is student behavior. If our students are not safe, respectful, and responsible in their behavior, the learning and socialization process for them and others can be dramatically impeded. Positive Behavior Support creates opportunities to teach and practice safe, respectful, and responsible behavior.

PBS is data-driven system that focuses on addressing behavior issues at a school-wide level. The goals of PBS are consistent with those found in other educational initiatives/laws, such as "Education YES" and "NO Child Left Behind." On September 12, 2006, the Michigan Department of Education instituted a Positive Behavior Support Policy requiring each school district in Michigan to implement a system of school-wide positive behavior support. The Lincoln Center PBS program meets the requirements of these initiatives, laws and policies.

### **The main components of an effective school-wide PBS system involve:**

- Clearly defining and teaching a set of positive behavioral expectations (The Matrix)
- Consistently acknowledging and rewarding appropriate behavior (relative to behavioral expectations)
- Constructively addressing problematic behavior (relative to behavioral expectations)
- Effectively using behavioral data to assess progress and to problem-solve

### ***What Can Parents/Guardians Do To Support The Lincoln Center PBS Program?***

- Parents/guardians will be invited, and encouraged to attend school wide PBS assemblies.
- A PBS brochure will be available for parents/guardians. This will provide an overview of The Lincoln Center PBS program.
- Each student will be provided with a home copy of the matrix. This is intended to help parents/ guardians understand the PBS positive behavior expectations. Follow through at home is encouraged and appreciated.

A PBS Award Form will be completed by the classroom teacher and sent home when a student earns a PBS award. This form will detail PBS awards and certificates received by the student. Parents/guardians have the option of completing the parent/guardian feedback portion of this form and returning it to school.

## ***The Lincoln Center Warning and Consequence System***

Similar to a school-wide reward system, a warning/consequence system should include a clear set of behavioral expectations, a consistent, effective, and efficient way to warn students of their behavior, and well-defined steps to administering consequences.

Below is the general sequence for the school-wide warning/consequence intervention steps:

<b>Redirection/Reminder</b>	This is an informal reminder of the expected behavior. This can include a nonverbal gesture, positive redirection, etc.
<b>First Warning</b>	This is the first formal warning and can be signified by moving from green to yellow, moving to a different location, etc.
<b>Second Warning</b>	This is the second formal warning that can include moving from yellow to red, in-class time-out (5 minutes or less), reviewing a social story, and/or completing a “Think Sheet,” etc.
<b>Third Warning</b>	This warning may include temporary removal from the classroom, parent contact, Behavior Support intervention, etc. An office referral may be necessary to determine if further action is required.

Severe behaviors require immediate intervention and redirection and initial warnings may not be an option. Staff may need to respond to these behaviors by removing the student from the classroom, utilizing the least restrictive emergency intervention procedures, etc. Examples of severe behaviors include physical aggression, severe and potentially dangerous property destruction, self-injurious behavior, threatening behavior, and inappropriate sexual behavior. An Emergency Intervention Incident Report will be used to document more severe behaviors.

## ***Special Olympics***

Students at The Lincoln Center are eligible to participate in Special Olympics, however, Special Olympics is not a school sponsored activity. Students need physicals to participate in the games. Each year the school will send out notices making families aware of the program and then send home the physical form for all interested families. Funding is made possible only through fund raising. If you are interested in participating in Special Olympics through The Lincoln Center please contact Kelly Blanks at [blanksk@wy.k12.mi.us](mailto:blanksk@wy.k12.mi.us) or Amanda Hrutka at [hrukkaa@wy.k12.mi.us](mailto:hrukkaa@wy.k12.mi.us).

## ***Summer Programs***

Please consult your local Parks and Recreation Department for summer activities. Trenton and Taylor Recreation Departments do run special programs during the summer. Several of our students attend those programs.

- Trenton Parks and Recreation (734) 675-7300
- Taylor Parks and Recreation (734) 374-3906

A list of camps available to the developmentally disabled is issued annually by PAM Camp-O-Rama. The Camp-O-Rama guide is free. To get this list, contact: PAM Assistance Center, 601 W. Maple Street, Lansing, MI 48906. or you can call Michigan's Assistive Technology Resource at: 517-224-0333 or 800-274-7426.

Several local hospitals also offer Speech Clinics during the summer. Call the individual hospital for availability and rates. You can also check our website for camp information: <http://www.wyandotte.org/tlc/>

## ***Community Mental Health: Agency Support for your son/daughter***

Detroit Wayne County Community Mental Health Your Choice Program: 1-888-490-9698

Purpose: To use the person centered planning process to determine services, needs, dreams and wishes for people who have developmentally disabilities.

Services are determined through the person centered planning process and can include respite, psychiatric/psychological assistance, case management, and other services. The cost for any services are reviewed by the community mental health agencies involved. Please contact the following agencies to request assistance regarding obtaining services:

- Call the Your Choice Program Directly and ask for the enrollment packet: 1-888-490-9698
- Call The Guidance Center in Southgate, Michigan and ask for assistance: 1-734-785-7701
- Call Wayne Center in Detroit, Michigan and ask for assistance: 1-313-871-2337
- Call Community Living Services and ask for assistance: 1-734-467-7600

Please contact the Transition Specialist, Marci Heulitt at The Lincoln Center if you have any questions or concerns.

## ***ARC Downriver***

4213 13<sup>th</sup> Street Wyandotte 48192 Phone: 734-283-0710

This agency provides support and services for developmentally disabled individuals and their families. Services offered are: recreation, estate planning, income tax help, support group, political action, guardianship and advocacy.

## ***Social Security Administration***

Purpose: To determine eligibility for social security programs based on eligibility guidelines which include income and the severity of the disability.

Process: Make an appointment with your local social security office. You will need to provide information about your income and resources. You will also need a copy of your sons/daughters I.E.P.T. and most recent psychological evaluation.

- Wyandotte Social Security Office; 3450 Biddle Avenue; Wyandotte 48192  
Phone: 1-800-772-1213
- or contact the Social Security office nearest you
- or visit their web at: <http://www.socialsecurity.gov/>

## ***Family Support Subsidy Program***

Purpose: To determine eligibility for the family support subsidy program for children under the age of eighteen only. This program has specific guidelines such as income, severity of disability and citizenship requirements.

Process: Contact the Detroit Wayne County Community Mental Health Agency at 313-833-2500 and ask for the Family Support Subsidy program office. Request an information packet and please ask for any assistance regarding this application process if needed by contacting the school at 1-734-759-5900.

## ***Michigan Department of Human Services:***

MDHS has eligibility requirements for all assistance programs which can only be assessed if you contact them directly. For example, food stamps or cash assistance.

- If you live in Lincoln Park or Melvindale ; 6534 W Jefferson Ave; Detroit, MI 48209  
Phone: 313-554-8300
- If you live in Wyandotte, Allen Park, or one of the other downriver communities contact the office in Taylor - 22050 Pennsylvania; Taylor 48180 Phone: 734-281-8204

## ***Parent Support & Advocacy Program***

Michigan Protection & Advocacy Service

Purpose: To assist parents of children with developmental disabilities to become more knowledgeable about services in the mental health system.

- Michigan Protection and Advocacy Service -- Lansing Office  
4095 Legacy Parkway, Suite 500; Lansing, MI 48911-4263  
Phone: 1-800-288-5923 (Toll Free) or (517) 487-1755 FAX: (517) 487-0827  
Email: molson@mpas.org
- Michigan Protection and Advocacy Service -- Livonia Office  
29200 Vassar Blvd., Suite 200; Livonia, MI 48152-2116  
Phone: 1-800-414-3956 (Toll Free) or (248) 473-2990 FAX: (248) 473-4104