Dear Applicant,

The Title IV-E Stipend Program has mandatory requirements that stipend recipients must meet. We ask that you read these instructions carefully to make certain that you provide the required information. The application process is designed to be as user-friendly as possible.

Applications postmarked after the deadline of February 16, 2015 will not be considered.

Application must be typed or printed using black ink.

- All academic requirements must be met before the Fall 2015 semester begins, including the prerequisite courses in statistics, biology, and passing of the WPJ.
- After the initial scoring of the applications the finalists will be contacted for an interview.
- Stipend checks are distributed monthly beginning in late fall 2015, well after the semester begins and after the registration fee deadlines. It is mandatory that you pay your registration fees and all other financial obligations for the first semester. The Title IV-E stipends are contingent upon availability of federal (Title IV-E) funds and when the contract is received.
- Funds will not be awarded to recipients until the Title IV-E Program receives your completed criminal background clearance.

Send your application
- Please keep a copy of your application & materials for your records.
- If you choose to mail your application, please get a U.S. Postal Certificate of Mailing from the post office for your records.

Mail to:
Sacramento State
Division of Social Work
Title IV-E Stipend Program
6000 J Street MRP 4010
Sacramento, CA 95819-6090
Tracking Applications

- In the event that your application is lost, the return receipt will assist the post office and Sacramento State University and the Title IV-E administration in locating the lost application.

Live Scan Form (BCII 8016)

- You may obtain a Live Scan (background clearance) form (BCII 8016) from the Division of Social Work office in Mariposa Hall Room 4010, or if you would like it mailed, please call (916)278-5057.

- Please complete the personal description information section on the form and then take it to the Live Scan location nearest you. See link for various locations in your area: (http://ag.ca.gov/fingerprints/publications/contact.php). Allow up to two (2) hours for processing in some cases.

- All fees for processing are paid by applicant.

- After completing the Live Scan, copies are usually distributed as follows:
  - Original copy is left with the Live Scan operator
  - Second copy goes to Contributing Agency
  - Third copy given back to applicant. Please include this copy with your Title IV-E application.

Note: Current county employees or applicants working for CPS agencies dealing with children (require a live scan criminal background clearance before hiring), therefore those applicants may provide the following in lieu of re-doing the live scan form.

- A letter is required from the County, on Agency letter head and it must state that they have a current background clearance for you and that you are allowed to work with children. You will be notified if your letter is not accepted by the Title IV-E Program and you are required to have another Live Scan background clearance.

ELIGIBILITY REQUIREMENTS

Please carefully read all of the requirements before agreeing to participate in the Title IV-E Program.

- Applicant MUST be admitted to the Sacramento State, Division of Social Work, Master of Social Work (MSW) program or continuing as a student in one of the following categories:
  - Full Time program (two year)
  - Three-Year/Part-Time program, applicant MUST already be employed by a California Public Child Welfare Agency (CPS or DCFS).
  - Currently a MSW I student in the Sacramento State, Division of Social Work Program
• Applicant **MUST** have a valid and current California driver’s license throughout the program.

• Applicant **MUST** provide a DMV printout **with your Title IV-E application**.

• Applicant **MUST** be able to secure the use of a car for fieldwork and provide proof of automobile liability insurance and current vehicle registration documentation during the course of the program.

• Applicant **MUST** submit to a criminal background check for felonies and misdemeanors through the Department of Justice (DOJ) and disclose any information that may disqualify the applicant from participation in the Title IV-E program. *Background check letters done by Employers other than a Public Child Welfare Agency will not be accepted.*

• Applicant **MUST** provide documentation of US citizenship or eligibility for employment in the State of California.

• **Full-time program applicants who are employees** of any Public Child Welfare Agency **MUST** take an educational leave of absence **AND** have a **letter** of support or approval from their agency director (see enclosed *Agency Letter of Support*). *County Employees* - *Agency Letter of Support is needed for each year in the program.*

• Applicant **MUST** have a Bachelor’s degree from an accredited university/college (B.A., B.S., or B.S.W.) or will have the degree by August 2015.

• Applicant **MUST** have completed all academic prerequisites for the graduate program such as: Statistics and Biology (except WPJ) by August 25, 2015.

• Students participating in the Title IV-E stipend program are **NOT** permitted to pursue The Pupil Personnel Services Credential (PPSC).

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**PROGRAM OPTIONS**

<table>
<thead>
<tr>
<th>Full-time (2 yrs)</th>
<th>Three-Year/Part-Time (3yrs)</th>
<th>2nd Year MSW Student (1 yr)</th>
</tr>
</thead>
</table>

• The Title IV-E program is designed for people who are interested in working in a Public Child Welfare Agency.

• Most students do not meet the financial qualifications to receive both the Title IV-E stipend and financial aid in the same academic year.

• Funding for Title IV-E stipend program probably will not be available until late November or later. **Please make arrangements to meet all your financial obligations for the first semester.**

• County Employees of a Public Child Welfare Agency: Your agency director or program manager must complete and sign the enclosed *Agency Letter of Support*. 
FULL-TIME PROGRAM

- A two-year program.
- Applicants must be accepted and enrolled to the MSW full-time program for Fall 2015.
- If you are employed by a Public Child Welfare Agency, you must negotiate a two-year leave of absence and submit the enclosed Agency Letter of Support from your agency Director/Program Manager.
- A stipend of $18,500 is awarded for each academic year (10 months), up to two years.

THREE-YEAR/PART-TIME PROGRAM

- A three-year program.
- Applicants must be accepted for the three-year/part-time MSW program for Fall 2015.
- Applicants must currently be employed by a Public Child Welfare Agency or California Department of Social Services and provide the enclosed Agency Letter of Support from the agency Director/Program Manager.
- Employment payback must be with the sponsoring county unless there is no qualifying MSW position being offered upon graduation and the agency has agreed to release the applicant.
- Recipient is reimbursed based on the cost of tuition fees, books, and travel (to and from the University).
- Recipient is reimbursed based on the cost incurred on approved expenses only.

2nd YEAR STUDENTS
(A limited number of slots if available)

- A one-year program.
- Student must submit an application for the Title IV-E Stipend.
- Student must attend an interview (date and time determined by program staff).
- Student must have completed an internship in a Public Child Welfare Agency placement, Indian Reservation or Rancheria, or in an agency serving Title IV-E population (foster children).

Students accepted in MSW program and for the Title IV-E program are required to meet all of the Title IV-E requirements including:

a) Once a month Field Integration Trainings
b) Electives 213 & 258
GENERAL REQUIREMENTS
(Upon Acceptance)

- All MSW academic requirements must be completed in the Sacramento State, Division of Social Work program.

- Students must enroll in and successfully complete the Public Child Welfare Practice (SWRK 213) and the Advanced Child and Family Policy (SWRK 258) class.

- Students must attain a minimum level of mastery in each of the identified competencies of child welfare practice.

- If awarded the stipend, students must maintain their academic eligibility with a minimum 3.0 GPA each semester as well as complete the required field work in order to advance to candidacy in a timely manner.*

- Students must complete the first year of field work in a Public Child Welfare Agency or non-profit agency that serves Title IV-E populations (foster children).

- Students must complete the second year of field work in a Public Child Welfare Agency, California Department of Social Services or an Indian Reservation/Rancheria.

- Students are required to attend and participate in eight (8) Field Integration Trainings, during the course of the year. These trainings are held in the 1st and 2nd year of the program. If in the Three-Year/Part-time program, Field Integration Trainings are required during the 2nd and 3rd years.

- Students must complete the full-time program within 2-years and the Three Year/Part time program within 3-years. Advanced Placement and MSW II students must complete the program within one year.

- Students must meet the legal residency requirements.

- Students must complete all field and Field Integration Training requirements.

*Note: If a student becomes academically ineligible or decides to separate from the program, he/she will lose the stipend. If a student is in the Three-Year/Part-Time program, he/she will lose reimbursement support. As a result, the student will be required to repay the cost of all financial support received and will be charged a 10% interest per annum.
POST–GRADUATE REQUIREMENTS

PAYBACK PERIOD

County Employment

The student agrees to diligently seek and accept appropriate employment in a Public Child Welfare Agency or California Department of Social Services (CDSS) and to render one year of continuous and satisfactory full-time employment for each year of Title IV-E support.

Students entering the Title IV-E Program in the 2015-2016 academic year will be required to search statewide for employment in a public child welfare agency after graduating. Students will have six (6) months from graduation to seek qualified employment in one of the 58 California Counties.

Employment Payback Options

- Full-time graduates who are not on leave from county or state employment may seek employment in the following settings:
  
  a. Any Public Child Welfare Agency in the **State of California**
  b. California Department of Social Services (CDSS)
  c. An Indian Reservation/Rancheria offering child welfare services.

- Three-Year/Part-Time graduates on academic leave must return to their County of employment to fulfill their payback obligation for 36 months.

Stipend Payback Requirements

If a current student or graduate of the Title IV-E program does any of the following, he/she must repay the stipend/reimbursement support with interest at 10% per annum, as well as all collection costs:

- Fails to satisfactorily complete academic and/or field requirements for the MSW degree
- Violates the Code of Ethics of the National Association of Social Workers (NASW)
- Is convicted of a felony or misdemeanor
- Voluntarily terminates the education program or post-graduate county employment
- Refuses to apply for or accept employment in a Public Child Welfare Agency (58 counties).
You must have already applied to the MSW Program (deadline January 16, 2015)
Please Type or Print (Black Ink)

I am applying for: (please check one)

☐ Full-Time (2 Year)          ☐ Three-Year/Part-Time (3 Year)
☐ 2nd Year MSW student (completed 1st Year of the MSW program)

**Applicant Identification**

Name ___________________________________________  ___________________________________________  ___________________________________________

Last  First  MI

SSN: __________________________ DOB: __________________________

Address: ___________________________________________

City: ___________________________________________ State: _______ Zip: _______

Home Phone: _____ - _____  Work Phone: _____ - _____

Cell / Pager #: _____ - _____  Emergency #: _____ - _____

Email Address: ___________________________________________

Ethnicity Identification: ___________________________________________
Citizenship

Are you a U.S. citizen? □ Yes □ No

If no, are you eligible to work in the U.S.? □ Yes □ No

Indicate your visa class: ____________________________

Country of Citizenship: ____________________________

Date of U.S. Entry: ____________________________

Educational Status

Please indicate where you received (or will receive) your Baccalaureate and/or higher level of education degree:

Name of University: ____________________________

Major and Degree: ____________________________

Graduation Date: (month / day / year) ____________ / __________ / __________

Employment

Are you currently an employee of a California Public Child Welfare Agency? □ Yes □ No

If yes, please complete the following.
(If you are applying for the Three Year/Part-Time program, include the Agency Letter of Support.)

Name of county: ____________________________

Department: ____________________________

Title: ____________________________

Phone: ____________________________

Dates of Employment: From ____________ To ____________

(List any additional county social services employment on separate sheet)
Educational Leave of Absence
(If you answer yes, you must include the Agency Letter of Support)

I am currently on an educational leave from a California Public Child Welfare Agency or California Department Social Services. □ Yes □ No

Date of Leave: From __________ To: __________

- Or -

I plan to take an education leave of absence upon acceptance to the Title IV-E Program □ Yes □ No

Date of Leave: From __________ To: __________

Name of county: ____________________________

Department: ________________________________

Job Title: __________________________________

Language Skills

In addition to English, are you fluent in another language? □ Yes □ No

If yes, please indicate languages spoken and/or written.

□ Written □ Spoken

□ Written □ Spoken

Attachments

I have attached current photo copies of my:

□ California Driver’s License  □ Social Security Card  □ Car Insurance □ Car Registration

I have attached the following forms: (if applicable)

□ Verification for Leave of Absence from county or state employer.

□ Agency Letter of Support from agency Director or Program Manager.
**Long Term Contact Information**

*(e.g. family member, preferably someone at a different address than yours)*

Name: ____________________________

Last  First  MI

Relation to you: ____________________________

Address: ____________________________

City:  State:  Zip: ____________________________

Home Phone: _______ - _______  Alternate Phone: _______ - _______

**Essay Questions**

In 500 words or less (for each question), please answer the following five (5) questions. Reply to each question separately. Please type the answer to each question on a separate sheet of paper, double-spaced, 12-point font, with your name at the top of each page.

Be very specific and clear in your answers.

A) What led to your interest in becoming a social worker and your desire to work within the public child welfare system?

B) What strengths do you have that will facilitate you being a good Child Welfare Services (CWS) Social worker? What challenges do you foresee that could possibly be an obstacle to being an effective child welfare service social worker?

C) What changes would you propose to improve the public’s perception of the public child welfare services?

D) Select any two of the following and discuss your understanding of the topic. Identify strengths and/or weaknesses affiliated with your selections.

1. Permanency Planning
2. Foster care system
3. Kinship Care
4. Indian Child Welfare Act (ICWA)
5. Team Decision Making or Family Group Decision Making
6. Adoption and Safe Families Act of 1997

E) As it relates to employment/career goals, outline your plans for the first 5 years after graduation.
AFFIRMATION AND RELEASE OF INFORMATION

Please initial each statement indicating that you have read and agree to the following:

_____ I have completed field placements in a Public Child Welfare Agency and/or agency serving child welfare clients (indicate N/A if this does not apply).

_____ I have use of an automobile that is currently registered, a valid driver’s license and insurance for bodily injury and current registration.

_____ I have been fingerprinted (Live Scan) and agree to disclose any misdemeanor or felony convictions, other than minor traffic violations.

_____ I understand that I am obligated to pay back this stipend through a year of employment after graduation in a public child welfare agency for each year that I receive Title IV-E funds.

_____ I hereby attest that I have never been convicted of a felony nor misdemeanor crime involving harm to children. If you should have questions about this aspect of the eligibility criteria, please contact the Title IV-E Program Coordinator. **Applicants must disclose any felonies and/or misdemeanors in writing with your application.**

_____ I hereby attest that I have never been discharged from employment at a Public Child Welfare Agency or other social services agency due to violation of county code/merit system rules or violation of agency or professional code of ethics.

_____ I hereby affirm that the above statements are true. I will agree to the provisions of the sample contract if granted the Title IV-E Stipend. Further, I give permission to the Advisory Selection Committee for the Title IV-E Child Welfare Program to review my admissions application for entrance into the Sacramento State, Division of Social Work program.

Print Name: _____________________________________________________________

Applicant Signature: ____________________________________________ Date: __________________________
Title IV-E

MASTER OF SOCIAL WORK STIPEND PROGRAM

Certification of United State Citizenship or Immigration Status

Please complete and sign this form

Last Name: __________________ First Name: __________________ MI: __

I am a U.S. citizen? □ No (If you answered no, please check the appropriate box below)

□ I am a U.S. permanent resident and have an Alien Registration Receipt Card (I-151, or I-551).

□ I am a conditional permanent resident (I-151C).

□ I am a non-citizen with an Arrival-Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing one of the following designations: (a) “Refugee,” (b) “Asylum Granted”, (c) “Indefinite Parole”, and/or “Humanitarian Parole”, or (d) “Cuban-Haitian Entrant”.

□ I am a citizen of the Federated States of Micronesia or of the Marshall Islands.

□ I am a dependent of a non-citizen classified as NATO-1 though NATO-7.

□ I am a non-citizen who has been paroled into the U.S. under Section 212(d) (5) of the Immigration and Nationality Act.

□ I am a non-citizen who has been battered or subjected to extreme cruelty in the United States by my spouse or my parent(s) or a member of my spouse or parent’s family residing in the same household as me and I have been approved or have a petition pending which sets forth a prima facie case of eligibility for an immigrant visa under certain provisions of the Immigration and Nationality Act.

I certify under penalty of perjury that the information provided by me on this form is true, complete, and accurate.

Signed at: _____________________________

City and County _____________________________ Signature _____________________________ Date _____________________________
February 2015

Dear Title IV-E Applicant,

Sacramento County Department of Health and Human Services (or county that you are connected with – see below) requires that you provide written permission to release information about your eligibility to volunteer with the county based on your background clearance.

Permission to Release Information
Sacramento State Division of Social Work Title IV-E Stipend Program

I, [First Name Middle Initial Last Name]

hereby authorize “Sacramento County Department of Health and Human Services” to provide information about the results of my California Department of Justice Criminal Background Clearance with the Title IV-E Program in the Division of Social Work at Sacramento State as it pertains to my eligibility to be a volunteer at the agency.

* If another agency or county will provide information, please write in the information:

Agency’s Name: __________________________________________

Address, City, State, Zip: __________________________________

Agency’s Telephone #: _____________________________________

Print Name: ______________________________________________

Social Security #: _________________________________________

Signature: ________________________________ Date: ________________

Title IV-E 2015-2016 13
I ____________________________, a Three Year/Part-time student at Sacramento State do agree that as part of my payback obligation to the Title IV-E program, I will work one year for each year of support at my current place of employment.

I know and have been informed that if a suitable job is available (MSW position) with my current county of employment, I am obligated to work for this Public Child Welfare Agency until my payback obligation has been completed.

I do realize that failure to meet this obligation will result in me paying back the Title IV-E support that I received, plus interest (10% per annum) within five-years after graduation.

Print Name: __________________________________________

Signature: __________________________________________ Date: __________________________
Agency Letter of Support

Academic Year 2015-2016

Please Note: An Agency Letter of Support must be completed and signed by your Agency Director or Program Manager for each Academic Year enrolled with the Title IV-E Three Year/Part-time Master of Social Work Program this letter must be signed by February 16, 2015. Your agency director or designee must complete and sign the enclosed Agency Letter of Support.

(Name) __________________________ has applied to the Three Year/Part-time program at Sacramento State and the Title IV-E reimbursement support program.

-Or-

(Name) __________________________ has applied to the Full-time program at Sacramento State and plans to take an educational leave of absence.

This letter of support should attest to the following:

i. I believe that _____________________, should be able to manage graduate level studies.
   □ Yes  □ No  Unsure

ii. _____________________, is a reliable and efficient worker that I would hire for a Master’s level position upon completion of his/her studies, if such a position is available.
   □ Yes  □ No

iii. _____________________ will be given the opportunity to participate in the internship portion of the program. The support will include facilitation of “job conversion” options, with field assignment being different from a regular job assignment.
   □ Yes  □ No

iv. _____________________ County agrees to inform the Title IV-E Program of any significant changes in the student’s employment status that would affect his/her continued support or employability.
   □ Yes  □ No

v. _____________________ County agrees that support will only be withdrawn if there are changes in the employment, financial, and or other related matters that affect the relationship with the prospective students.
   □ Yes  □ No

Name of Director or Program Manager: __________________________ Position: ________________

Signature: __________________________________________ Date: ________________________
### Master of Social Work Stipend Program

**Application Checklist for your Use Only**

*Please place materials in this order when submitting*

#### ALL APPLICANTS:
- [ ] Completed Title IV-E Application
- [ ] Signed *Affirmation and Release of Information* Form
- [ ] Completed Title IV-E Essay Questions
- [ ] Completed Criminal Background Clearance (*Live-Scan* Form)
- [ ] Completed and signed *Permission to Release Information* Form
- [ ] Completed and signed *Certification of United States Citizenship or Immigration Status* Form
- [ ] Obtained and submitted a copy of my current California Department Motor Vehicles (DMV) driving record printout
- [ ] I have included a photocopy of:
  - Social Security card
  - Current California Driver’s License
  - Current Car Insurance
  - Current Car Registration
  - Birth Certificate or Passport

#### FULL TIME APPLICANTS:
- [ ] *Agency Letter of Support* if I plan to take an educational leave of absence from the county.

#### THREE YEAR/PART-TIME APPLICANTS:
- [ ] Completed and signed *Agency Letter of Support*
- [ ] Completed and signed *Three Year/Part-Time Student Employment Obligation* Form

For My Records:

1. I have made a copy of all application materials for my records
2. I have Obtained a U.S. Postal Service Certificate of Mailing to document that my application was sent to the Sacramento State Title IV-E Program (or I hand delivered my application)