



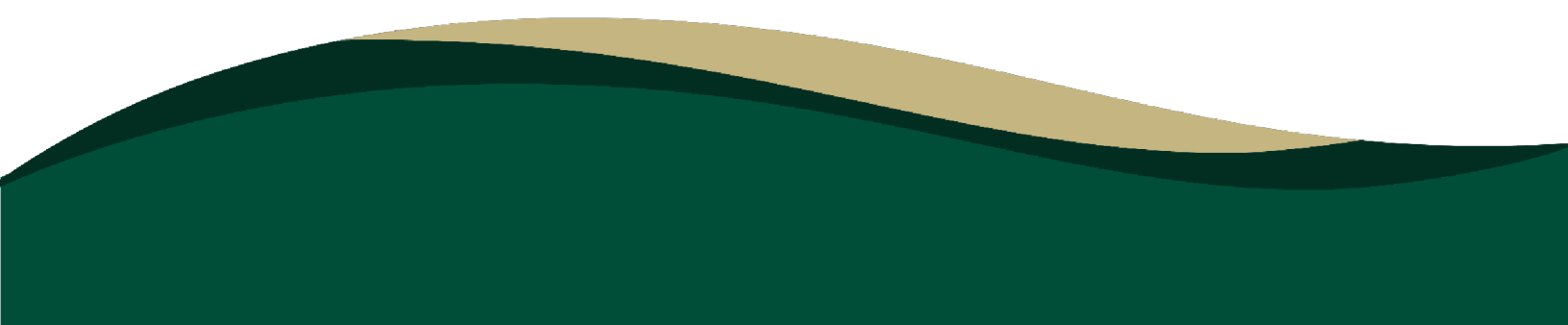
# SACRAMENTO STATE

COLLEGE OF HEALTH AND HUMAN SERVICES

DIVISION OF SOCIAL WORK

TITLE IV-E

## REQUIREMENTS AND APPLICATION INSTRUCTIONS



**DIVISION OF SOCIAL WORK**  
*TITLE IV-E STIPEND*  
*PROGRAM MASTER OF SOCIAL*  
**WORK 2023-2024 ACADEMIC YEAR**

## **General Requirements**

Dear Title IV-E Applicant,

The Title IV-E Stipend program was designed for students interested in working in a Public Child Welfare Agency. The Title IV-E Stipend Program has mandatory requirements that stipend recipients **MUST meet**.

**We are not accepting the Part-time 3-year applications until 2024-2025 Academic year. Please contact us if you have questions.**

Applicant **MUST** have a bachelor's degree from an accredited university/college (B.A., B.S., or B.S.W.) and will have the degree **by August 2023**.

Applicant **MUST** be accepted into MSW Program and have completed all academic prerequisites for the MSW graduate program by **January 20, 2023** and complete Statistics and Biology **by August 2023**.

Students **MUST** enroll in and successfully complete the Title IV-E designated selective courses.

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, students **MUST** receive a "B" or better in each course as well as complete the required fieldwork in to advance candidacy in a timely manner.

**Note:** If a full-time student becomes academically ineligible or decides to separate from the program, he/she will lose the stipend support and will be required to pay it back. If a student is in the Three-Year/Part-Time program and becomes academically ineligible or decides to separate from program, he/she will lose reimbursement support and will be required to pay it back as outlined in the contract signed during that academic year.

Students **MUST complete** the first year of fieldwork in a Public Child Welfare Agency or non-profit agency that serves Title IV-E populations (foster children). **Title IV-E and the Field Program** will place Title IV-E students in their first year of field placement. Students **MUST complete** the second year of fieldwork in a Public Child Welfare Agency, California Department of Social Services or an Indian Reservation/Rancheria.

## Requirements Continued

Students are **required** to attend and participate in all Field Practicum training courses, during the academic year. These trainings are required in the first and second year of the program.

**Students MUST** maintain the legal residency requirements.

**Students cannot** be convicted of a felony or misdemeanors while in program, as noted on attachment to application.

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

**Students MUST complete** the full-time program within 2 years.

**Students MUST complete** the Advanced Placement program within 1 year.

**Students MUST complete** part time program within 3 years.

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**DIVISION OF SOCIAL WORK**  
*TITLE IV-E STIPEND PROGRAM*  
*MASTER OF SOCIAL WORK*  
**2023-2024 ACADEMIC YEAR**

**APPLICATION INSTRUCTIONS**

**All applications will be available by October 1 or 3rd, 2022, and all (3) applications must be submitted accordingly.**

**1 Apply to Cal State Application through the Office of Graduate Studies due by Friday, January 13, 2023.**

- a) Go to <http://www2.calstate.edu/apply> - **University application link.**
- b) See instructions to submit application and pay application fee.
- c) After completing the **Cal State application**, you will receive an e-mail from the Office of Graduate Studies with instructions for setting up your Sac Link account. Make sure to check your junk/spam folder for the email and check Office of Graduate studies website for any other requirements needed for the University.
- d) You will have to submit this application and set up My Sac Link account before you can access the Division of Social Work MSW application.

**2 Please review Division of Social Work MSW Application Process. Application is due Friday, January 20, 2023.**

- a) Go to: <https://www.csus.edu/college/health-human-services/social-work/application-process.html>
- b) After completing and submitting MSW Application, please continue to the Title IV-E Stipend Application below.

**3 Complete and submit the Title IV-E Stipend Application and submit the required documents listed on the next page, all documents are due Friday, January 20, 2023.**

- a) Go to: [https://onbase.csus.edu/unity/forms/soc\\_msw\\_title\\_iv-e-application.aspx](https://onbase.csus.edu/unity/forms/soc_msw_title_iv-e-application.aspx)
- b) Sign in with your Sac Link account information.
- c) Application cannot be printed or saved. Application must be completed before you can submit.
- d) After clicking submit button; if application returns; then you have not completed all the required information in the application, please review and complete all sections in the application before submitting.

**Please continue to the next page and follow instructions.**

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**2023-2024 ACADEMIC YEAR**

**ADDITIONAL DOCUMENTS REQUIRED**

**Please print and complete information as requested on the following two documents:**

1. Affirmation and Release form (page 6), complete by initialing each line and signing.
2. Permission of Information form (page 7), complete, sign form and submit.

**Please print copies of following documents:**

3. California driver's license.
4. Current Vehicle insurance liability card.
5. Current vehicle registration.

The above 3 documents must be valid and current throughout the program.

6. Social security card
7. Birth Certificate or a copy of current Passport.
8. DMV driving record. Go to DMV website and request a copy of your driving record and submit a copy.

Submit all the above documents to [rgonzal@csus.edu](mailto:rgonzal@csus.edu) via email or by Secure file. If you wish to send files by Secure file, make sure you request to above email for the secure file 10 days prior to the due date. All documents are due by **Friday, January 20, 2023.**

**Note:** After we have received your three applications and above documents, applications go through a scoring process. Then after the scoring of the applications is complete, the selected applicants will be contacted by phone or by email and scheduled for an in-person interview in late February or in early March 2023. If the application does not make the selection process, then you will receive a waitlist or denial letter by email by the end of March 2023.

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*MASTER OF SOCIAL WORK*  
**2023-2024 ACADEMIC YEAR**

**AFFIRMATION AND RELEASE OF INFORMATION**

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

- \_\_\_\_\_ If you have completed field placements in a Public Child Welfare Agency and/or organization serving child welfare clients, please initial.
- \_\_\_\_\_ I have use of an automobile that is currently registered and insured with a valid driver's license and insurance for bodily injury.
- \_\_\_\_\_ I understand I will be fingerprinted (Live Scan) and I must clear the live scan before I can be fully accepted into the program. I also agree to disclose or report any misdemeanor or felony convictions, other than minor traffic violations while I am in the program.
- \_\_\_\_\_ I hereby attest that I have not 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 Director. **Applicants MUST disclose any felonies and/or misdemeanors in writing with your application. Please refer to Attachment I with the 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 understand that I am obligated to pay back this stipend by being employed after graduation in a public child welfare agency for each year that I receive Title IV-E funds.
- \_\_\_\_\_ I hereby affirm that the above statements are true. I will agree to the provisions of the contract if I am granted the Title IV-E Stipend. Furthermore, I give my permission to the Advisory Selection Committee for the Title IV-E Program to review my admissions application for entrance into the Sacramento State, Division of Social Work program.

Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PERMISSION TO RELEASE INFORMATION**

**Please complete and sign this form.**

January 2023

Dear Title IV-E Applicant,

Sacramento County Department of Health and Human Services (or county that you relate to – 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.

Below please enter 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: \_\_\_\_\_

Signature: \_\_\_\_\_