



# SACRAMENTO STATE

COLLEGE OF HEALTH AND HUMAN SERVICES

DIVISION OF SOCIAL WORK

TITLE IV-E

## REQUIREMENTS AND APPLICATION INSTRUCTIONS

**V.2020.1.2**

**DIVISION OF SOCIAL WORK**  
*TITLE IV-E STIPEND*  
*PROGRAM MASTER OF SOCIAL*  
*WORK 2022-2023 ACADEMIC*  
**YEAR**  
**GENERAL REQUIREMENTS**

Dear Applicant,

The Title IV-E Stipend program is 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**.

**Not accepting Part-time 3year applications until 2023-2024 Academic year.**

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 2022.

Applicant **MUST** be accepted into MSW Program and have completed all academic prerequisites for the graduate program by extended date of to January 21, 2022 and complete Statistics and Biology by **August 2022**.

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 order to advance to 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. If a student is in the Three-Year/Part-Time program, he/she will lose reimbursement support. As a result, students will be required to repay the cost of all financial support received 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). Students **MUST complete** the second year of fieldwork in a Public Child Welfare Agency, California Department of Social Services or an Indian Reservation/Rancheria.

Students are **required** to attend and participate in all Field Practicum trainings, 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 arrested of a felony or misdemeanors, 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.

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TITLE IV-E STIPEND PROGRAM  
MASTER OF SOCIAL WORK  
2022-2023 ACADEMIC YEAR

APPLICATION INSTRUCTIONS

Application will be available October 1st

1 Apply to Cal State Application through the Office of Graduate Studies by Friday, January 7, 2022.

- a) Go to <http://www2.calstate.edu/apply> - **University application link.**
- b) Follow 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 Sac Link account before you can access the **Division of Social Work MSW application.**

2 **Submit the Division of Social Work MSW application and other required materials due by extended date of Friday, January 21, 2022.**

- a) Go to: <https://www.csus.edu/college/health-human-services/social-work/application-process.html>

Application must be complete to submit. Complete and submit all required materials by extended date of Friday, January 21, 2022.

- a) **Complete the 2022-2023 Title IV-E Stipend Application by extended date of Friday, January 21, 2022.** 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 must be completed before you can submit. Application **cannot be printed or saved.** 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 next page and follow instructions.**

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**ADDITIONAL DOCUMENTATION**

**4. Please print, complete, sign and submit the following documents by extended date of Friday, January 21, 2022.**

- **Print Checklist & Submit** the following documents
- California driver's license: which must be valid and current throughout the program and student must be able to secure the use of a car for fieldwork and provide
- Proof of automobile liability insurance,
- Current copy of vehicle registration
- **DMV printout:** Go on line and complete driving record. Print your online DMV driving record and submit.
- **Print Affirmation and Release form**, complete, initial each line, sign and submit form.
- **Print Permission of Information form**, complete, sign and submit form.
- **Print Live Scan form:** Must submit to a criminal background check for felonies and misdemeanors through the Department of Justice (DOJ). Please complete the personal description information section on the form and then take it to a Live Scan location. Applicant pays all fees, please allow up to 2 hours for processing.
- After completing the Live Scan, the operator will complete the bottom portion of form and give you a copy. Please submit form to address below when completed. **Note:** This must be done before you can be accepted into program.
- **Submit all of the above documents** to Attention: Royce Gonzales via email rgonzal@csus.edu or mail to: Title IV-E Stipend Program, 6000 J Street, Sacramento, CA 95619-6090 by extended date of Friday, January 21, 2022.**Note:**

*Note: After the initial scoring of the Title IV-E & MSW applications, applicants that are selected will be contacted by phone or email in mid February to schedule an Interview in late February or early March 2022.*

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**DIVISION OF SOCIAL WORK**  
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**CHECKLIST**

- Completed Title IV-E Application and submitted on line\_\_\_\_\_date submitted.
- Completed Title IV-E Essay Questions and submit with application.

**Submit the following document to Title IV-E office by extended date of Friday, January 21, 2022.**

- Checklist
- Signed Affirmation and Release of Information Form
- Completed and signed Permission to Release Information form
- Obtain and submit a printout of your current California Department Motor Vehicles (DMV) driving record.
- Completed Criminal Background Clearance (Live-Scan Form).  I have included a copies of the following documents
  - Social Security card
    - Current California Driver's License
    - Current Car Insurance
    - Current Car Registration
    - Birth Certificate or Passport

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**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/organization serving child welfare clients, please initial.

\_\_\_\_\_ I have use of an automobile that is currently registered, a valid driver's license and insurance for bodily injury.

\_\_\_\_\_ I have or will be fingerprinted (Live Scan) and agree to disclose any misdemeanor or a felony convictions, other than minor traffic violations.

\_\_\_\_\_ I hereby attest that I 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. Please refer to Attachment I with application.**

\_\_\_\_\_ I hereby attest that I 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 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 affirm that the above statements are true. I will agree to the provisions of the sample contract if granted the Title IV-E Stipend. Furthermore, 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: \_\_\_\_\_

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TITLE IV-E STIPEND PROGRAM  
MASTER OF SOCIAL WORK  
2022-2023 ACADEMIC YEAR**

**PERMISSION TO RELEASE INFORMATION**  
**Please complete and sign this form.**

January 2022

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: \_\_\_\_\_

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



Applicant pays fees.  
Print and complete. Agency  
below does not do live  
scans. DO NOT CONTACT.

### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

A1159  
ORI (Code assigned by DOJ)

Volunteer  
Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

#### Contributing Agency Information:

Sacramento County Child, Family & Adult Services

03221

Agency Authorized to Receive Criminal Record Information  
9750 Business Park Drive, Suite 104  
Street Address or P.O. Box

Mail Code (five-digit code assigned by DOJ)  
Tonja Edelman (Cost Center 7801000000)  
Contact Name (mandatory for all school submissions)

Sacramento CA 95827  
City State ZIP Code

(916) 875-2027  
Contact Telephone Number

#### Applicant Information:

Last Name

First Name Middle Initial Suffix

Other Name: (AKA or Alias)

Last Name

First Name Suffix

Sex  Male  Female

Date of Birth

Driver's License Number

Height Weight Eye Color Hair Color

Billing Number **\*\*Applicant Pays All Fees\*\***  
(Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc. Number  
(Other Identification Number)

Home Address Street Address or P.O. Box

City State ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number: HP20  
OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI  
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number: \_\_\_\_\_  
(Must provide proof of rejection) Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name





## REQUEST FOR LIVE SCAN SERVICE

Street Address or P.O. Box

Telephone Number (optional)

City

State

ZIP Code

Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator

Transmitting Agency

LSID

Date

ATI Number

Amount Collected/Billed

### Privacy Notice

As Required by Civil Code § 1798.17

**Collection and Use of Personal Information.** The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

**Providing Personal Information.** All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

**Access to Your Information.** You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information.** In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:



## REQUEST FOR LIVE SCAN SERVICE

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- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

**Contact Information.** For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at [keeperofrecords@doj.ca.gov](mailto:keeperofrecords@doj.ca.gov), or by mail at:

Department of Justice  
Bureau of Criminal Information & Analysis  
Keeper of Records P.O.  
Box 903417  
Sacramento, CA 94203-4170  
**Privacy Act Statement**

**Authority.** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose.** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses.** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized nongovernmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



## REQUEST FOR LIVE SCAN SERVICE

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### Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>2</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.

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You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>2</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at

<https://www.fbi.gov/services/cjis/identityhistory-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the

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<sup>1</sup> See 28 CFR 50.12(b)

<sup>2</sup> See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)



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information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>