October 1, 2015

Dear MSW Applicant,

Thank you for your interest in SFSU’s School of Social Work and the Title IV-E Child Welfare Training Project. The current shortage of professionals holding master's degrees in public child welfare exists at a time of dramatic growth in reports of child abuse and neglect.

To address the needs of children and families, the state of California has partnered with the California Social Work Education Center (CalSWEC) and with California universities to encourage students to obtain MSW degrees with an emphasis in public child welfare. In support of this effort, SFSU provides a generous two-year stipend to MSW students, in exchange for two years of post-graduate paid employment at a county public child welfare agency.

Public child welfare demands the highest level of professional skills and knowledge to preserve, support and strengthen families, and to protect children. This move to expand and enrich public child welfare programs is one in which we enthusiastically participate and wholeheartedly support.

Attached are informational documents and application materials. If you are interested, please fill out all forms, and check for completeness and accuracy. To be chosen for this stipend, you must be accepted to the SFSU Graduate Division and the School of Social Work, and participate in an in-person interview for the Title IV-E Project.

The Title IV-E Child Welfare Training Project application deadline is Tuesday, December 15, 2015. Applications must be submitted to the School of Social Work office by 4PM, or if you are sending via USPS, they must be postmarked before 11:59PM on this date. Incomplete or late applications will not be considered. Please mail or drop off your application to:

San Francisco State University  
School of Social Work, Title IV-E Project  
1600 Holloway Avenue, HSS 227  
San Francisco, CA 94132

Student finalists will be contacted and scheduled for an interview. Applicants who do not qualify as finalists for the stipend will be considered for the MSW IFG emphasis. If you have any questions or concerns, please contact Gabriela Fischer, Title IV-E Project Coordinator, at gofisch@sfsu.edu.

Sincerely,

Gabriela Fischer, MSW
1. Nature of the Stipend

The IV-E stipend provides support of $18,500 per year for two years. The stipend is given two times a year, once in the fall semester and once in the spring semester. Students must complete two years of internship. The first-year internship is working with qualifying IV-E clients and is decided upon with the Director of Field Education. The second year is done in a Bay Area county public child welfare agency. Field credit is not granted for life experience or previous work experience.

2. Work Requirements

Students must sign a contract agreeing to “pay back” the stipend by securing a qualifying position with a state public child welfare agency within six months of graduating. Students must complete two years of uninterrupted services within their agencies. Students, who took educational leave from their agency, must return to work in their home county upon graduation unless there are no qualifying child welfare positions available.

3. Work Interruption

A graduate who terminates employment before the payback requirement is completed must repay the prorated stipend. Hardship extensions or waivers due to county budget layoffs may be applied for and granted by the SFSU, Title IV-E Coordinator, but may only postpone the work requirement for up to one year. Waivers of repayment for permanent disability or death can be granted through CalSWEC.

4. Pay Back Requirements

Students are responsible for payback of the stipend, plus 6% interest and all associated collections costs for failure to:

   a) Maintain good standing in the MSW program
   b) Complete the MSW degree within the standard two-year period (unless a hardship extension is granted)
   c) Keep SFSU informed of employment work status and progress toward meeting contractual obligations
   d) Accept and/or obtain a qualifying position
   e) Qualify for employment, as a result of failing an interview, medical or psychological exam, or criminal clearance
   f) Maintain a conviction-free felony record
   g) Maintain employment and complete work requirement (unless a hardship extension is granted)
   h) Establish and maintain conduct consistent with the NASW Code of Ethics

5. Selection of Students

All students who meet normal admissions standards and who have a genuine interest in child welfare are eligible to apply. Priority is given to current employees of child welfare services on educational leave. Applications that have language skills matching community needs are encouraged to apply.

Students must be able to pass a criminal background check to work in public child welfare.

For further information, please go to the California Social Work Education Center (CalSWEC) website at: http://calswec.berkeley.edu/child-welfare and CalSWEC FAQs at: http://calswec.berkeley.edu/frequently-asked-questions-faqs-about-title-iv-e-msw-program
Please note that late or incomplete applications will not be considered.

Title IV-E Application Packet:

- Application Form
- Personal Statement (questions provided)
- Resume (1-2 pages typed)
- Declaration Form
- Program Agreement
- One Letter of Reference (questions provided)
- Letter of Support for the Agency Director and Proof of Educational Leave (if applicable)

In order for your application to be considered, Title IV-E Application Packet must be completed and hand-delivered by 4PM on Tuesday, December 15, 2015, or postmarked before 11:59PM on this date. Please send or deliver your completed application to:

San Francisco State University
School of Social Work
Title IV-E Project
1600 Holloway Avenue, HSS 227
San Francisco, CA 94132
Applicant Name: ____

Title IV-E Child Welfare Training Project
Application Form

Please type or print neatly:
Ms. ☐ Mrs. ☐ Mr. ☐
Name: _______ _______ _______
 Last First Middle

Previous Name used: (if applicable) ______

Current Address: ______

City, State, Zip Code: ______

Permanent Address: ______

City, State, Zip Code: ______

Primary Phone: ______

Personal Email: ______ SFSU Email (if applicable): ______

Date of Birth: ______
Driver’s License Number: ______ State: _____ Exp. Date: ______
Auto License Plate: ______ Insurance Exp. Date: ______
Insurance Company: ______ SFSU Student ID Number: ______

Identification Data
Please check one and specify if appropriate:
☐ African American ☐ American Indian ☐ Asian/ Pacific Islander
☐ Caucasian ☐ East Indian ☐ Filipino
☐ Latino/ Latina/ Hispanic ☐ Multi-Cultural ☐ Other: ______

Please check all that apply:
☐ US Citizen ☐ Foreign Student
☐ Veteran ☐ Resident Immigrant Naturalization Date: ______
☐ Disabled Veteran Citizenship: ______ Country of Origin: ______
Applicant Name: _____

Title IV-E Child Welfare Training Project
Application Form

Languages
Which languages do you speak fluently? _____
Which languages do you read fluently? _____
Which languages do you write fluently? _____

Education
Undergraduate Degree: _____ Date Awarded: _____

Institution: _____

County Employment
Are you presently an employee of the Department of Social Services?
(if yes, attach a letter of support from the Agency Director and proof of Educational Leave, if applicable)

☐ Yes County: _____ Unit: _____
☐ No

Have you had previous experience (paid and/or volunteer) in children’s services?

☐ Yes Years: _____
☐ No

Emergency Contact Information
Spouse or domestic partner (if applicable): Two contacts not living with you:
Name: _____ Name: _____
Address: _____ Address: _____
Phone Number: _____ Phone Number: _____
Email: _____ Email: _____

Declaration
I certify that the statements given in this application are true.

_____ Printed Name
_____ Signature
_____ Date
SFSU Title IV-E Child Welfare Training Project
Personal Statement

Please include a 2-3 page typed statement (double spaced, 12-point font, one-inch margins) with this application form, and address the following areas:

1) Your understanding of the commitments to the Title IV-E Child Welfare Training Project stipend, including contractual duties, obligations, and responsibilities.

2) Your values and motivations that drive your interests in child welfare work.

3) Your career goals: where you see yourself in 3, 5 and 10 years from now.

4) Your strengths and weaknesses you bring to the field of public child welfare.
SFSU Title IV-E MSW Stipend Program Declaration Form

Please completely fill out the form below. If you answer yes to any question, please note in detail the offense, location, date and penalties on a separate sheet.

1. Have you ever been convicted of a criminal misdemeanor, felony, or offense other than a minor traffic violation? (Do not consider those settled in juvenile court or those that have been sealed)
   Yes ☐  No ☐

2. Have you ever been discharged, released during a probationary period or been requested to resign under unfavorable circumstances from any employment or internship?
   Yes ☐  No ☐

3. Have you ever been on probation or has your driver's license been suspended or revoked?
   Yes ☐  No ☐

4. Is there a concern which would present a barrier to your being hired by the county public child welfare system, i.e., your name would appear in conjunction with a child abuse case or an unresolved problem with previous public assistance?
   Yes ☐  No ☐

5. The Title IV-E program requires that you seek and accept employment in a public child welfare agency within the state of California. If necessary, are you willing and able to relocate within the state of California in order to meet your Title IV-E work requirements?
   Yes ☐  No ☐

CERTIFICATION
I hereby certify that the statements and other information on this application are true and correct. I agree and understand that any misrepresentation or omission of any material facts on my part may be cause for disqualification or justification for termination from the program.

I hereby give permission to SFSU School of Social Work and the California Title IV-E stipend awards committee to verify any and all information contained within this application by contacting former employers or reviewing school records, etc.

I hereby give permission to SFSU School of Social Work to use non-identifying information contained within this form for research purposes.

__________________________
Printed Name

__________________________
Signature

__________________________
Date
Title IV-E Child Welfare Training Project
Program Agreement

I understand that the award requirements are as follows:

1. Maintain “good standing” during enrollment in the MSW Program and complete the MSW curriculum. “Good standing” is defined as having a GPA of 3.0 or above.

2. Agree to be pre-screened for employment, to be fingerprinted and to participate in the criminal clearance process as required by the Department of Justice and other applicable regulations.

3. Attend and complete the coursework, trainings, seminars, and field placements required by the program.

4. Maintain the use of a personal automobile as necessary for field placement, a valid driver’s license, and auto liability insurance at all times during program participation.

5. Repay the program stipend after graduation through two years of qualifying employment.

I certify that I understand and obligated to the program requirements listed above.

__________________________  ____________________________
Printed Name                              Signature

Date
Title IV-E Child Welfare Training Project
Letter of Reference

APPLICANT’S NAME: _____

The School of Social Work at San Francisco State University is offering a stipend program for students entering into the MSW program with a commitment to providing child welfare services upon graduation. The above named person is applying for this stipend. We would appreciate a statement from you assessing the applicant.

Instruction:
Please limit responses to half-page for each question.
If you need more space, please attach another sheet.
Please return this Letter of Reference directly to the applicant, in a sealed envelope with your signature across the flap. This document will be submitted by the applicant as part of a complete Title IV-E Application Packet.

1. In what capacity and how long have you known the applicant?

2. Please address the following about this applicant:
   a. Values and commitments that relate to social work with children and families.
   b. Professional standards and practices (e.g. reliability, honesty)
   c. Ability to perform challenging intellectual and interpersonal social tasks?
   d. Respect for and sensitivity to multi-culturally diverse populations of children, youth, and families?

Name: _____

Signature: ________________________________
Address: _____
Affiliation: _____
Phone Number: _____ Date: ________