

# Idaho Child Welfare Scholars Program



## Student Manual

Idaho Department of Health & Welfare  
Eastern Washington University  
Lewis-Clark State College

Boise State University  
Idaho State University  
Northwest Nazarene University



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## History of Idaho's Title IV-E Scholars Program

The number of children in alternate care in the State of Idaho more than tripled from 747 in state fiscal year 1993 to 2,382 in state fiscal year 2003 (Department of Health and Welfare, [www.state.id.us/dhw](http://www.state.id.us/dhw)). Children are placed into alternate care for a variety of reasons, such as allegations of abuse, neglect, sexual abuse, and/or abandonment, and from the juvenile justice system. A Casey Family Program study indicates children who have experienced alternate care are more likely to have adverse outcomes as adults. Children placed in alternate care often have educational problems, criminal records, emotional and behavioral problems, higher rates of unwed pregnancy and may be more likely to abuse substances (Pecora et al., 2003).

The consistent increase of children entering alternate care, the expanded accountability for safety, permanency, and well being outcomes and enlarged case loads has frequently put overwhelming demands on child welfare workers. Accordingly, the State of Idaho is experiencing challenges in recruitment and retention of child welfare workers.

During the fiscal year 2006 for the State of Idaho, the Children and Family Services program experienced high rates of turnover for social work staff. The turnover rate reached 22% for social workers department-wide for the year, resulting largely from low pay and excessive workload. (Department of Health and Welfare: Facts, Figures, Trends 2007-2008, p. 27).

To assist in promoting safety, permanency and well being for Idaho's children, the Title IV-E Stipend Program was developed to recruit and retain a highly skilled child welfare workforce. Additionally, the philosophy of the child welfare system has shifted from a problem focused model to a strengths based, evidenced based family centered model of practice.

The Title IV-E stipend provides eligible graduate and undergraduate social work students with an educational stipend, child welfare coursework and child welfare practicum experiences. The overall goal of the program is to provide a pool of professional social workers, competent in the field of public child welfare, who are prepared for employment with Idaho Children and Family Services (CFS) upon graduation. Stipend students are recruited from two sources; social work students who are interested in careers in public child welfare and current CFS employees who are interested in pursuing an advance degree. Department of Health and Welfare employees have preference in the allocation of available stipends.

In 1993, the Idaho Department of Health and Welfare (IDHW) initiated contractual relationships with two university social work programs for the purpose of providing stipend support for masters level social work (MSW) students committed to careers in

child welfare. The School of Social Work at Eastern Washington University (EWU) and the School of Social Work at Boise State University (BSU) agreed to participate in this endeavor, bringing together three organizations with similar missions – to improve service delivery to children and their families involved in the child welfare system.

### ***Impact of Welfare Reform on the Relationship***

In 1996, IDHW was required to rapidly implement a package of state and federally mandated welfare reform policies and self-reliance supports. These policies impacted the Partnership because work took precedent over funding education for welfare recipients, as well as students and employees. The reforms coincided with a hiring holdback and other efforts to downsize state government. Since the Title IV-E stipend program did not reflect the current agency strategic direction, IDHW requested a renegotiation of the university contracts. At this point, BSU opted to discontinue their contract with IDHW.

### ***Funding and Program Diversification***

Following the Personal Responsibility and Work Reconciliation Act of 1996, commonly referred to as “Welfare Reform”, continued reliance on restrictive Title IV-E funding became another obstacle to the program. Title IV-E funding, which is restricted to service and educational supports for foster care and adoption only, prevented IDHW from utilizing social work students for the needed prevention and rural community development work to help build a post-welfare reform safety net. In response, EWU offered their established student work-study program as a community-based option. IDHW and EWU used Title IV-A-Emergency Assistance Funds, which later evolved into Temporary Assistance to Needy Families (TANF) funds, and the work-study mechanism to augment a statewide implementation of school-based social services, called the Community Resources for Families Program. MSW students were selected for work-study placements at participating elementary schools and at child welfare community programs. The students addressed child protection and poverty risk factors such as housing, supervision, medical needs, clothing and hygiene, transportation, employment and educational services, in order to prevent families from entering the child welfare or public assistance system. Students were asked to sign employment obligation contracts with IDHW.

This blended TANF and the student work arrangement supported welfare reform efforts and provided the Partnership with increased flexibility in which students could participate and acquire skills in a range of child welfare interventions including prevention. In addition to using this work-study mechanism, the joint agreement called for replication and evaluation of the school-based services model. Evaluation reports documenting the success of this initiative were published between 1998 and 2001.

### ***Redefinition of the Partnership to Meet Changing Needs***

Welfare reform also highlighted gaps in community response for children and families at risk. Idaho lacked the community resources to respond quickly and effectively to the needs created by these new welfare policies. In 1997, IDHW prioritized staff in-service training, innovative program development, community development, research, program evaluation, and supervisor training to enhance staff competencies. EWU and IDHW saw the continuation of this relationship as critical to the success of the new reforms and redefined their relationship to:

1. Expand IDHW service capacities through the use of university student work-study resources, funded with TANF funds.
2. Link social work education with practice by continuing to provide relevant field-based learning experiences for MSW students as a recruitment and retention strategy.
3. Provide training for agency staff and students on topics of significant importance to changing child welfare practice.
4. Explore new methods of service delivery to vulnerable children and families, particularly through community development in rural areas. Also in 1997, the Idaho Child Welfare Research and Training Center (Idaho Center or ICWRTC) was established to administratively consolidate IDHW and EWU's Partnership on various training projects. Additionally, a research/service evaluation component was added to support the Division's need for development and accountability.

### ***Expanding Capacity***

In 2001, the Partnership returned to Title IV-E as a primary funding source for student stipends, and the school-based work study option was phased out by 2003. At this point the stipend program was reinstated as the Scholars Program. This allowed the re-emphasis on specialized child welfare education, recruitment and retention. Providing pertinent field-based experiences for students who qualify for Title IV-E stipends continues to be a priority for non-IDHW employees (recruitment) as well as current IDHW employees (retention).

### ***Statewide Collaboration***

In 2002, IDHW and the ICWRTC expanded the Partnership to three additional academic schools/departments of Social Work that serve Idaho students (Idaho State University (ISU), Lewis-Clark State College (LCSC) and Northwest Nazarene University (NNU). This was accomplished through a series of sub-contracts. Under the leadership of the ICWRTC, the schools added Child Welfare Scholars Programs, extended the program to

include bachelor's students and added a foster parent training initiative. Boise State University (BSU) re-joined the Partnership in 2003, established the BSU Child Welfare Center and currently serves as the lead school for the Scholars program.

***Financing Scholars through Partnership:***

The Scholars Program is primarily funded through the Social Security Act of 1935, Title IV-E, Federal Financial Participation (FFP) and the Idaho Child Welfare Partnership. Although the funding has been available for several decades through Title IV-E funds of the Social Security Act, few states accessed the funding until the Child Welfare and Adoption Assistance Act of 1980 defined parameters for Title IV-E eligibility for use of funds. Specifically, the act allocated funds to be used for direct financial assistance (stipends) to students, training for current and future child welfare staff, and supports university-agency training Partnerships to ensure students are thoroughly prepared for child welfare practice. Idaho developed the Title IV-E stipend in 1993.

By 2005, the Idaho Child Welfare Scholar program was being funded through pooled contributions from the partners. This Partnership is responsible for recruitment and retention of a well-prepared child welfare work force at both the BSW and MSW levels. In addition, the Partnership strives to promote collaboration, service integration, program involvement, and resource development with educational institutions, state agencies, and service organizations.

In 2007 the State of Idaho, in Partnership with its University Partners, successfully negotiated to increase the enhanced Federal Financial Participation (FFP) to seventy-five percent (75% ) for the Title IV-E Scholars Program. The rate was previously negotiated at fifty-percent (50%). As a result, of obtaining this increased funding, students who receive the Title IV-E stipend award are limited to providing services to Title IV-E clients and/or Title IV-E activities that benefit Title IV-E clients. This negotiation was prompted by an expectation of decreased TANF funds for the Scholars Program, which was targeted for other programs. Another result of the enhanced funding is that Scholar Coordinators were moved to full-time funded positions across all participating universities/colleges in an effort to expand the scholars program.

## **The Idaho Child Welfare Scholars Program**

### ***Mission***

The mission of the Idaho Child Welfare Partnership Scholars Program is to promote the safety, permanency and well-being of the children and youth in Idaho's child welfare system of care through the integration of social work education, practice and values to ensure competent service delivery.

### ***Goals***

1. Recruit and develop an educated, highly trained, and diverse child welfare workforce.
2. Increase retention of an experienced, highly trained, and diverse child welfare workforce.
3. Define and operationalize a continuum of social work education and training in child welfare.
4. Engage in research, evaluation and implementation of best practices in child welfare.

### ***Objectives***

1. Employment
  - a. Administer the student stipend program that is coupled with employment requirements in public child welfare services.
  - b. Allocate stipends with preference given to current Idaho child welfare workers.
2. Education
  - a. Provide field seminars and coursework for child welfare students.
  - b. Conduct ongoing training for child welfare students and employees.
3. Research
  - a. Provide an annual student institute where scholars present research and best practices in child welfare service delivery.
  - b. Integrate current research and evaluation methods of child welfare practice into seminar, coursework and training.
  - c. Continue to explore factors that influence a stable child welfare workforce.

## **Idaho Child Welfare Partnership**

### ***Partnership Formation***

In recent years, the number of Idaho children placed in state foster care for abuse or neglect has increased over 40 percent. In addition, there has been a high turnover of child welfare social workers and foster parents, both nationally and in Idaho. To address these issues and concerns, a formal Partnership was formed in 2006 by the Idaho Department of Health and Welfare (IDHW), Casey Family Programs, Boise State University (BSU), and Eastern Washington University (EWU). This Partnership is known as the Idaho Child Welfare Partnership.

### ***Partnership Mission Statement***

The Idaho Child Welfare Partnership's mission is to promote the safety, permanency and well-being of the children and youth in Idaho's child welfare system of care as well as expand and refine the parties' support of Idaho's Child Welfare System of Care. The Partnership's mission is supported and sanctioned by a shared mission and values, commitment, and governance structure that promotes the sharing, leveraging and effective coordination of funding resources, workforces, research and data, and public policy efforts.

To accomplish its mission, the Partnership will collaborate on a variety of fronts including,

- Implementing the best practices to improve the delivery of services to children and families.
- Developing an educated, highly trained and experienced child welfare workforce through the participating universities.
- Providing foster parents with training to help them better understand how to work with traumatized children and play a substantive role in working with birth parents.
- Maximizing funding by leveraging in-kind and monetary support from the formal and informal networks for each individual partner organization and federal matching programs.

### ***Partnership Goals***

The goals of the Partnership are:

- Improving retention
- Improving recruitment
- Mitigating disparate outcomes for children and youth of color

### ***Partnership Focus***

The focus of the Partnership is to:

- Develop an educated, highly trained, and experienced child welfare workforce;
- Provide resource families with training to help them work with traumatized children;
- Maximize funding by leveraging in-kind and monetary support from the formal and informal networks for each individual partner organization and federal matching programs; and
- Track and measure the overall performance of the Partnership to evaluate success.

### ***Partners***

Since its onset, other colleges and universities have joined the Idaho Child Welfare Partnership to help the children and youth of Idaho. The Partnership now consists of:

- Idaho Department of Health & Welfare
- Casey Family Services
- Eastern Washington University
- Boise State University
- Northwest Nazarene
- North Idaho College
- Lewis-Clark State College
- College of Southern Idaho
- Idaho State University

### ***Partnership Boards***

The Partnership is made up of several governance work boards to assist the Partnership in accomplishing its goals. The boards are divided into the following areas:

- Administrative
- Operations and Outcomes
- Resource Family Training
- Evaluation
- Child Welfare Practice
- Academy and In-Service Training
- Child Welfare Scholars Program

## **The Idaho Child Welfare Research & Training Center**

ICWRTC works cooperatively with the [Idaho Child Welfare University Partners](#) to provide specialized pre-service and continuing education, in-service training, consultation and technical assistance, planning, evaluation and research, utilizing continuous quality improvement and innovative data-driven program development.

### ***Center Mission and Values***

The Idaho Child Welfare Research and Training Center (ICWRTC) supports positive outcomes for children and their families in the State of Idaho through

- Comprehensive training and education
- Research and evaluation of services
- Innovative program planning

To accomplish this mission, University Partners and IDHW participate in collaborative efforts to meet training and research objectives.

### ***Supporting Values***

- Honor the principles of the empowerment process through practice.
- Provide content relevant training.
- Foster dignity and respect among co-workers, partners, trainees, and the children and families they serve.
- Honor experience at every level.
- Provide a context where social work students are prepared to accept leadership positions, implement strengths-focused interventions, and collaborate with agencies and community partners in public child welfare practice.
- Encourage Partnerships, collaboration, and integration of services to provide a best-practice service delivery system for children and families.

Specific Programs Managed by the ICWRTC include:

### ***Resource Family Initiative***

- Meet the perspective, developmental, cultural, and permanency needs of children placed with foster and adoptive families.
- Strengthen families, whether they are families of origin, blended families, extended or kinship families, adoptive families, or members of a tribe or clan.
- Strengthen the quality of family foster care and adoptive services by providing a standardized, structured framework for pre-service training and mutual

assessment; foster parent in-service training; and for ongoing professional development.

### ***Evaluation***

As demonstrated by the Federal Review and subsequent Regional Continuous Quality Improvement (CQI) processes, data is essential to program improvement efforts that result in improved outcomes for children and families. The process of gathering and using data to inform decision making is a challenge being addressed by the Partnership.

The Evaluation Advisory Board meets to facilitate outcome identification, development and achievement, provide guidance and support for the implementation of service and outcome evaluation activities associated with the Child Welfare Partnership and to promote and develop standardization of evaluation procedures.

The Partnership acknowledges the need to use data to inform decision making. In order to accomplish this, the Evaluation Advisory Board has developed an Action Plan, Matrix, and Process Model.

Evaluation projects conducted through the Partnership will follow the Evaluation Framework and include the Evaluation (CQI) Advisory Board in the process.

The Partnership is measuring the progress of collaboration within the Partnership and among the partners along the Collaboration Continuum by reviewing progress annually.

### ***Subcontracts***

The ICWRTC administers sub-contracts with partnering schools to meet public child welfare practice needs throughout Idaho including Idaho State University (ISU), Lewis-Clark State College (LCSC), North Idaho College (NIC) and Northwest Nazarene University (NNU).

### ***ICWRTC Resource Library***

The Idaho Child Welfare Resource Library is dedicated to providing social work information and support resources to current Idaho Child Welfare Scholars and faculty of Partner Universities, foster and pre-adopt resource families, families in need of children's mental health resources, partner agencies, and employees of the State of Idaho, with a primary emphasis on child welfare.

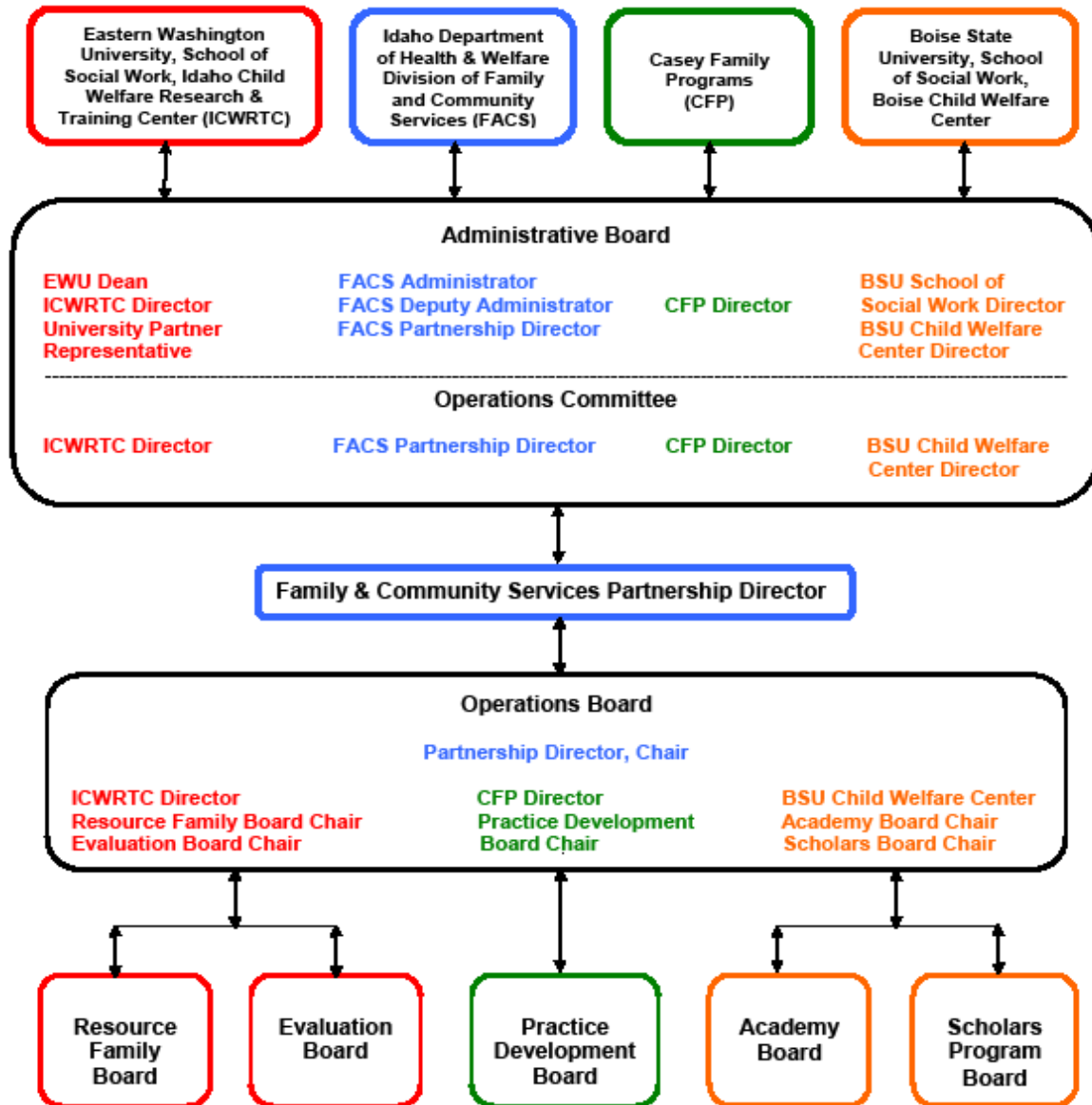
The collection consists of printed, recorded, and electronic materials addressing issues of:

- Foster Care

- Adoption
- Children's Mental Health
- Field Instruction
- Supervision
- Substance Abuse
- And other social work issues and related topics relevant to child welfare

Materials are selected based on child welfare focus and relevance. This is a cutting-edge collection of information on foster care and adoption as well as quality works on social work issues, tools, and support.

## Idaho Child Welfare Partnership (ICWP)





## **Baccalaureate Program**

The baccalaureate program in social work is designed to provide foundation knowledge and skills for entry-level positions in social agencies and in preparation for a more advanced social work degree in the future.

More specifically, it is the intent of the BSW program to provide social work students the latest knowledge and skills necessary to meet the responsibilities assigned to them in the real world of work, as well as those assigned to them by the profession of social work. These responsibilities are named below and defined in the School's Student Handbook.

1. Providing professional social work value driven practice in entry level positions;
2. Interpersonal helping;
3. Working with groups and teams;
4. Assessing strengths and challenges in clients and their environments;
5. Assessing risks and the need for protection, transitions, or other immediate actions;
6. Planning and managing cases with other formal and informal helpers,
7. Linking people to programs and informal resources, and
8. Providing tangible, concrete services.

Our program has been accredited by the Commission on Accreditation of the Council on Social Work Education and the curriculum is designed to meet the goals of the program within a framework that includes broad liberal arts education and focused professional social work education and socialization. Social work and support classes with less than a 2.0 GPA are not acceptable for graduation. Credit for life experience cannot be given for any social work courses.

### **Admission Requirements:**

Admission to the program is based on cumulative GPA, a personal statement addressing the applicant's motivation for choosing social work as a career and experience relevant to social work, and two personal references from faculty or others familiar with how the student could perform social work tasks. Applications are reviewed and evaluated by faculty to select candidates with strong potential to enter practice upon completion of their degree work.

Before applying to the program, applicants should have completed most or all of their GECRs. In addition, students should have completed or be in the process of completing the University language and other EWU requirements. If these requirements are not complete at the time of application, students should have a plan to complete them in their junior year and include those plans in their application packet.

## **Master of Social Work Program**

The Master of Social Work degree (MSW) is the graduate degree that provides advanced knowledge and skills for increased effectiveness as a professional social worker. The MSW is the most marketable, most transferable and most requested degree by employers in the social services arena!

The School of Social Work offers a two-year, [full-time MSW Program](#) located in Cheney, WA and a three-year, [part-time MSW Program](#) in Everett, Spokane, Vancouver and Yakima, WA. The part-time program consists of evening classes and practicum during the day. The Spokane Day Part-time Program is a one day a week program. The full-time and part-time programs have identical admission requirements and curriculum.

Both MSW programs offer an *Advanced Standing Option* which allows qualified individuals to obtain a MSW in 11 months for the full-time program and in 18 months for the part-time program. In addition to the full-time and part-time program admission requirements, there are other admission requirements for the Advanced Standing Option.

### **Admission Requirements:**

1. Successful completion of a bachelor's degree from an accredited college or University.
2. A cumulative grade-point average of no less than 3.0 in the last 90 graded quarter credits. Note: Upon recommendation of the Graduate Director, the Dean of Graduate Studies may admit a limited number of otherwise qualified students, with GPAs under 3.0, based upon considerations which include GRE or other appropriate test scores, performance in relevant graduate courses and faculty evaluations.
3. Official academic transcripts documenting a bachelor's degree with at least 45 quarter hours (30 semester hours) of social science content broadly distributed beyond the introductory level, or a BSW degree (or BA in Social Work) from an institution accredited by the Council on Social Work Education. Note: The Graduate Record exam (GRE) is not required. However, you may wish to submit scores for the GRE General Exam, particularly if your GPA is below 3.0 (on a four-point scale).



The values of integrity, courage, creativity, flexibility, perseverance and respect are the shared attributes that guide the work of the BSU School of Social Work Child Welfare Center.

The mission of the Child Welfare Center is to positively affect education, advocacy, and research within child welfare practice in Idaho. The staff will:

- Educate child welfare social workers, student and foster/adoptive parents to provide service that improves the quality of life for Idaho families
- Research child welfare outcomes to strengthen the provision of services within the State of Idaho.
- Advocate for the development of fair and accessible services to children and families in Idaho communities.

The Child Welfare Center is responsible for implementing the following programs:

Scholars Program: In effort to recruit and retain individuals committed to child welfare, the Center awards stipends to promising bachelor's and master's level social work students who are committed to practicing social work in Idaho in the field of child welfare. Scholar recipients are obligated to a work commitment at Idaho Department of Health and Welfare following graduation. BSU serves as the lead school for the Idaho Title IV-E Scholars Program.

New Worker Academy: The Center provides New Worker Academy to all new Idaho Department of Health and Welfare Children and Family Services social workers and clinicians to ensure consistent, standardized training in the field of child welfare.

PRIDE: The Center provides PRIDE, a 27 hour pre-service training, to families interested in providing foster/adoption services for children in the child welfare system.

Diversity Project: The Center conducts research to identify disparate outcomes for youth of color and disproportionality for diverse populations in Idaho. The center also identifies advocates in the community with the goal of increasing access to services for all diverse groups and to expand the diversity of the foster/adoptive parent pool to reflect the community at large.



## **Baccalaureate Degree Program**

The Baccalaureate degree program in social work has been accredited by the Council on Social Work Education (CSWE) since 1974. A major in social work prepares students for beginning generalist, strength-based social work practice, graduate level social work education, and social work licensure.

Students are prepared to work with individuals, families, households, groups, organizations, and communities to address issues of coping, provide emotional support and also deal with broader challenges such as violence and social inequality that effect all people.

Students earning a bachelor's degree in social work practice in a variety of social welfare settings and with a variety of populations

### ***Requirements for Admission to the Professional Curriculum (BSW)***

Students who wish to enroll in the professional curriculum in social work must first apply and be accepted to upper-division status (candidacy) for the B.A. degree in social work (BSW degree).

#### ***Application Process***

The School of Social Work reviews and approves applications for admission to BSW upper-division status (candidacy) each October and March.

- Applications for students to begin upper division course work in the following spring semester should apply by the first Friday of October.
- To begin upper-division courses the following Fall semester students should apply by the first Friday of March.

Students may apply for upper-division status (candidacy) during the semester in which they are completing their 59-61 prerequisite credit hours.

The School welcomes diversity and invites interest and applications from persons who seek to participate in a profession committed to helping people. Admission to candidacy for the degree is determined by:

1. Faculty evaluation of student application
2. Courses required for BSW candidacy completed with a grade of C or higher:

A minimum GPA of 2.5 OR a minimum GPA of 2.8 during the two contiguous semesters of full-time enrollment of 12 or more credits prior to application. In order to maintain candidacy status, students must have a GPA of 3.0 or higher in required social work courses.

### **Master Degree Program**

The School of Social Work at Boise State University offers both Full-Program MSW degrees and Advanced Standing MSW Programs. The Advanced Standing Programs are designed for students who have earned a baccalaureate degree from an undergraduate social work program accredited by the Council on Social Work Education. The Full-Program MSW is for students with baccalaureate degrees in other disciplines.

In Boise the Full-Program MSW requires two years of study. The Boise Advanced Standing MSW may be completed in one year of full-time study or two years of half-time study.

The Northern Idaho Advanced Standing MSW Program began in June 2006 in Lewiston and Coeur d'Alene. Beginning in August 2008 the Northern Idaho Advanced Standing MSW may be completed in one year of full-time study or two years of half-time study. Beginning in August 2008 a three-year Full-Program MSW will be available to students in Lewiston and Coeur d'Alene. The Full-Program MSW will begin every three years. All Northern Idaho MSW programs are accredited as part of the Boise State University MSW Program.

Beginning in August 2008 both Advanced Standing and Full-Program MSW degrees will be offered by Boise State on the campus of the College of Southern Idaho in Twin Falls. The Twin Falls Advanced Standing MSW may be completed in one year of full-time study or two years of half-time study. The Twin Falls Full-Program MSW may be completed in three years. The Full-Program MSW will begin every three years. All Twin Falls MSW programs are accredited as part of the Boise State University MSW Program.

### ***Requirements for admission into the MSW Program***

There are two admissions processes. All applicants must be admitted to the Graduate College at Boise State University AND to the Master of Social Work Program in the

School of Social Work. Acceptance by the Graduate College does not constitute admission to the MSW program. Admission to the MSW programs is decided by the MSW Admissions Committee of the School of Social Work.

- Completion of the Boise State University Graduate Admissions Application and The School of Social Work Application for admission as a graduate student.
- A bachelor's degree from an accredited college or university with a distribution of liberal arts courses (70 quarter credits or 46 semester credits) and a minimum of 10 quarter credits or 6 semester credits in each of the general distribution areas: humanities, social sciences, and natural sciences/mathematics. Applicants must have also completed coursework with a minimum of a "C" letter grade in a human biology course with a lab (4 semester credits) and a course which contains content on descriptive and inferential statistics (3 semester credits).
- An overall undergraduate grade point average (GPA) of 3.0 or higher and a GPA of 3.0 or higher for the junior and senior years of undergraduate study.



Northwest Nazarene University (NNU) is committed to providing its students with an acquaintance with the major field of knowledge through a study in liberal arts, an effective foundation in and working grasp of one field in a selected major, and a balanced development of the wholly-educated person with the content of Christian commitment.

### *Social Work Program*

Course work in the social work program stresses alleviating injustice, discrimination, and poverty; creating social policies and resources that will help meet basic human needs and enhance the quality of life; and assisting the creation of accessible, responsible, and accountable human service programs.

The program also addresses the historical significance of Christian organizations in emergence of social work and social welfare. In addition, the program considers the role of contemporary faith-based programs (including Christian churches and organizations) in local, state, national, and international rural and small town settings. Finally, the program seeks to prepare social workers for employment in public and private sectors, in for-profit and non-profit settings, and in secular and non-secular agencies.

Both the BA and MSW programs of social work are accredited with the Council on Social Work Education.

## **Baccalaureate Degree Program**

The BA in Social Work Degree at NNU prepares students for entry level positions in the profession or for pursuit of a Master's Degree in social work or allied fields. Students spend more than 500 hours working under the supervision of skilled professionals in local social service settings. NNU prepares its graduates to address the relationship between faith and professional practice. A Social Service Ministry Degree is also available to those students who wish to specialize in a church or para-church setting.

### **Requirements for Admissions Into the BA Program**

To qualify for entrance into upper division courses applicable for completion of a degree within the Department of Social Work, students must complete the following requirements for acceptance to take methods courses:

1. Be officially admitted to Northwest Nazarene University

2. Have a minimum cumulative grade point average of 2.00
3. Declare a major in Social Work
4. Complete SW 172, SW 211, and SW 296 or SW 297
5. Be enrolled in or have taken SW 285
6. Make application to take methods courses
7. Be interviewed by the Social Work faculty
8. Be accepted by the Social Work faculty to take methods courses

\*The student will be placed on probationary status if a minimum cumulative grade point average of 2.00 is not maintained.

### **Master Degree Program**

The MSW program at NNU offers the working professional an opportunity to complete a master's degree through an extended program of study. This program is ideal for those with work and/or family responsibilities. Students admitted at the foundation level may complete their course work in two and one-half years (five semesters plus two summer sessions). Students from disciplines other than social work are given Foundation Standing. These students must take courses to lay a foundation for the concentration level social work courses. These foundation courses are taken during the first three semesters of the program.

Students who enter the program with advanced standing are those who have completed a BA in social work or hold a BSW degree from a college or university accredited with the Council on Social Work Education.

The MSW program utilizes a cohort model for core courses that supports an interactive learning environment as well as collegiality throughout the student's course work. The primary goal of the program is to prepare students for advanced social work practice in rural and small town settings, both domestic and international.

Three areas of concentration are offered: Clinical Social Work Practice, Gerontological Social Work Practice, and macro social work practice in Management, Community Planning, and Social Administration. Within each concentration, opportunities will be given to pursue specialized interests and projects.

An area(s) of specialization is chosen after completing the foundation year or when entering at the advanced level.

### **Requirements for Admissions into the Masters Degree Program**

Students admitted to the graduate social work program may be admitted to the foundation program (63 semester credits) or to the advanced standing program (37 credits). Students requesting admission to either program must demonstrate the following:

1. Proof of academic achievement. A four-year baccalaureate degree from a regionally accredited college or university is a prerequisite for admission to the Northwest Nazarene University Graduate Social Work program. A minimum cumulative GPA of 2.75 is expected with a GPA of 3.0 or better in the applicant's major field of study. Students with an overall GPA of less than 2.75 may be considered for admission provided that the GPA from the junior and senior years of their baccalaureate program is 3.0 or better.
2. Evidence of having successfully completed (C [2.0] or better) a minimum of 21 semester credits in the following liberal arts areas: psychology, sociology, ecology, political science, law, economics, business, statistics, research, and oral or written communication. At least one course in human biology or biology that included content in human biology must be included.
3. Evidence of potential to practice social work, such as submission of evaluation material from field supervisors in the applicant's baccalaureate program, letters of recommendation from supervisors in professional employment settings (or full-time volunteer settings, e.g., VISTA), letters of recommendation from faculty in a related field of study (e.g., religion, psychology, sociology).
4. [Personal statement/writing sample](#) (Maximum 8 pages).
5. A basic understanding of computer technology, including good word processing skills.

\*Academic credit is not given for life or work experiences.



*Connecting Learning to Life*

### **Brief History of the Social Work Program at Lewis-Clark State College**

The Lewis-Clark State College (LCSC) Social Work Program, which offers the only Bachelor's Degree in Social Work (BSW) in northern Idaho, was established in the fall of 1991 as part of the College's Social Science Division. Two years later in the fall of 1993, the Bachelor's in Social Work degree program was expanded to include students on LCSC's Coeur d'Alene campus. Fully accredited by the Council on Social Work Education (CSWE), the program achieved candidacy for accreditation in 1992 and achieved full accreditation in 1996. Since 1992, the College's Social Work graduates have been eligible for advanced standing in Master's level (MSW) programs. Over 300 individuals have graduated from the program since its inception in 1991.

### **Social Work Program Mission Statement**

The mission of the social work program at LCSC is to prepare students for entry-level generalist practice. Through courses, internships, research projects, and student activities delivered by traditional and nontraditional methods (technology), the program fosters in its students a celebration of differences among people, and a belief that respecting these differences enriches the quality of life for all. We are committed to the preparation of professional social workers who possess the knowledge, skills, and values to address the needs and potential of individuals, families, groups, communities, and organizations. Drawing on an ecological and liberal arts based background and a strength's based perspective, the program prepares students for the pursuit of a more just, humane society. Graduates are prepared for practice particularly with the oppressed and at-risk members of society. Graduates are expected to practice from a set of ethical principles inherent in the social work profession, including the recognition that professional development is a life-long learning process.

### **Program Philosophy**

The Social Work Program is committed to creating a climate which supports and encourages the personal and professional growth and development of students with particular sensitivity to the diverse and individual needs of each student. The primary objective of the social work program is the preparation of students for generalist practice within a diverse human community. The program has a strong commitment to this goal in relation to curriculum development and in relation to the needs of social work students. The Social

Work Program is committed to addressing human diversity including race, ethnicity, age, gender, class, sexual orientation, mental or physical disability, cultural, and lifestyle diversity issues in each course. Objectives in social work courses include understanding human diversity, discrimination, and oppression.

In all of its aspects the program is committed to:

- ◆ Developing self-awareness of attitudes and personal values (Values);
- ◆ Understanding the implications of life in a diverse society (Knowledge);
- ◆ Promoting nondiscriminatory social work practice (Skills).

### **Program Purpose**

The social work curriculum prepares students for beginning generalist social work practice with individuals, families, groups, organizations, and communities as well as research and social policy. The social work curriculum builds on a liberal arts perspective and a social work foundation that blends academic coursework with field experiences to establish a course of study that meets the needs of students, future clients, employers, and graduate schools of social work. Some of the traditional areas of social work practice for BSW graduates include: adolescent and children's services, residential facilities for individuals with mental and physical disabilities, hospitals, prisons, agencies for older adults, nursing homes, and multi-service community agencies. Among the newly emerging areas are in-home services for the elderly, women's advocacy networks, shelters for battered spouses and children, day treatment facilities, juvenile detention centers, mental health programs, chemical dependency treatment programs, support groups, research programs, community activism, and crisis centers.

### **Formal Admission to the Social Work Program**

The Social Work Program requires that students obtain a cumulative GPA of 2.5 and a Social Work GPA of 2.7 in foundation courses (SW140, SW 240 in Coeur d'Alene, and SW 241 in Lewiston, SW226 or Psyc226) for admission to the social work program. Students' applications for admission are reviewed and evaluated by the faculty. Following enrollment social work students will need to maintain a social work GPA of 2.7 through graduation. Students under certain conditions including but not limited to deficient GPAs may be admitted to the social work program on a provisional status. Students admitted on a provisional status will meet with the program faculty to clarify the reason(s) for the provisional status and to develop a plan for improvement. The plan will be monitored and reviewed through the semester. At any time, the student may reapply for regular admission.

Students may apply for admission to the Social Work program when:

1. The student has completed 30 credits of the General Ed core including Math and English 101.

2. The student has completed SW 140 (Lewiston) or SW 240(Coeur d'Alene); SW226 (Psych 226); and SW241 with a minimum GPA of 2.7.
3. The student has achieved a minimum overall GPA of 2.5.
4. The student has achieved a minimum Social Work GPA of 2.7 in all other social work courses.

To Apply: (go to <http://www.lcsc.edu/socialwork/> choose: admission application)

1. Complete Application Materials Checklist
2. Complete an application letter
3. Complete the course information form
4. Complete Student Handbook form acknowledging that the student has read the Social Work Program Handbook and is familiar with its contents.
5. The applicant must submit three letters of recommendation that evaluate and document the applicant's potential for success in social work education and practice. One recommendation must document the successful completion of not less than 40 hours of work as a supervised employee or volunteer in a human services agency.
6. Criminal behavior. Applicants with a felony arrest are strongly urged to explore the prospects for social work licensure with the Idaho Bureau of Occupational Licenses ([swo@ibol.idaho.gov](mailto:swo@ibol.idaho.gov)). Applicants with a record of conviction for a violent crime (that is, a crime against persons) may not be admitted to the program.
7. Applicants may be interviewed by faculty and/or program Advisory Board Members.
8. Any falsification in the application for admission may be grounds for dismissal from the program.
9. The Social Work program cannot grant credit for previous life experience.
10. Students with prior volunteer or work experience are urged to seek placements that offer different tasks, new contacts and opportunities for personal growth.

Completed applications should be submitted to the Social Work office prior to deadlines listed in the Important Deadlines Section of the Program's webpage. Each application will be reviewed by a minimum of two faculty members and students and will be notified in writing of the decision.

## **IDAHO STATE UNIVERSITY:**

### **Department of Sociology, Social Work and Criminal Justice**

The Department of Sociology, Social Work and Criminal Justice offer courses leading to the Bachelor of Arts degree in sociology or social work and the Master of Arts degrees in sociology. The Department also offers an Associate of Arts degree in Criminal Justice.

#### **The Social Work Program**

The Social Work Program is located within the Department of Sociology, Social Work and Criminal Justice in the College of Arts and Sciences. It offers a Bachelor of Arts in Social Work (BASW) degree program fully accredited by the Council on Social Work Education (CSEW), a national accrediting agency. This program emphasizes a generic base for beginning professional social work practice. The goals of the program are to prepare the student for competent entry-level social work practice and for graduate education in social work or other helping professions.

The Social Work Program prepares qualified students for employment at the beginning level of professional generalist social work practice. The overall objective of the program is to provide students with basic knowledge, skills, values and methods for entry-level social work practice. Classroom activities are augmented by a carefully monitored and supervised social work practicum in a human services agency.

The purpose of the BASW program is to provide graduates with preparation for work in entry-level positions that focus on working with persons in both micro practice and macro practice settings.

The generalist approach emphasizes the importance of the client's relationship to the environment and requires that students gain skills in assessment, problem-solving and resource development in order to work with people of all ages and backgrounds.

Central to the program is a commitment to the delivery of social work services that improve and enhance individual, family, group and community functioning. The program is committed to preparing students who work for the elimination of poverty, racism, sexism and all other social injustices which deny human dignity and opportunity. Additionally, the program is committed to respecting students' values and life experiences and to helping

them to integrate those values and experiences into their professional education and practices.

### **Procedure for Admission to the Social Work Program**

During the last semester of the sophomore year the student must submit an application for formal admission to the social work program. At the time of application the student must have completed or be in the process of completing specific general education courses and two entry level social work courses and have an overall grade point average of 2.5.

All social work majors are required to be formally admitted before they may enroll in upper division social work courses (those numbered 300 and above). Pre-social work students enrolled in upper division courses without admission to the major will be withdrawn until the student meets major requirements.

Reasons for not accepting a student's application to the program may be based on academic deficiency (not meeting required course work or having the minimum GPA). Other reasons may include documented instances of criminal misconduct, academic dishonesty, violations of the NASW Code of Ethics, or Idaho Social Work Examiners Laws and Rules, and/or demonstration of severe physiological or psychological disorders which interfere with a student's ability to fulfill academic responsibilities or infringe on the student's future abilities to fulfill professional responsibilities as a social worker.

## **Title IV-E Program Eligibility, Application and Selection Process**

### ***Program Eligibility***

Child Welfare Scholar applicants:

- Are selected from students admitted to a BSW/MSW program at Eastern Washington University, Boise State University, Idaho State University, Lewis-Clark State College, or Northwest Nazarene University.
- Demonstrate a desire to pursue a career in child welfare.
- Agree to the educational requirements of the Scholars Program and remain in good academic standing.
- Have a confirmed field placement in an approved child welfare setting.
- Commit to work for Children and Family Services (CFS) for a designated period of time after graduation to complete the requirements of the Child Welfare Scholars program.
- Understand and agree the stipend must be repaid if program commitments are not met.
- Must be a U.S. citizen or a qualified alien, which can include a permanent resident, granted asylum under Section 208, or a refugee under Section 207.
- Submit to and pass a criminal history background check and a child abuse registry check.

***CFS employee applicants:*** Employee applicants must have approval from their supervisor and program manager for release time from their job to complete their field placement requirements. CFS employee applicants may complete their field placement at their employing agency, or at another approved field agency. CFS employees meet with the Scholar Coordinator to discuss practicum placement options and identify the plan that best meets learning goals. Students considering a "workplace practicum" may also be required to obtain administrative approval from the field education director at their university/college. Students must have documentation of both agency and university approval for their workplace practicum prior to being awarded a stipend.

Employee application packets should include:

- Application form
- (2) forms for references;
  1. Reference A
    - Academic advisor or college/university instructor
  2. Reference B
    - Current supervisor and program manager
- Self-evaluation essay guide

When you are ready to turn in your completed application, please check to make sure you include the following:

- Completed Application form
- Copy of Acceptance letter from the attending university or college
- (2) completed references as outline above
- Self Evaluation Essay (2 page minimum) addressing the following:
  - Why you are applying for an Idaho Child Welfare Scholar Stipend.
  - How receipt of the stipend will enable you to make a professional contribution in a direct service or administrative role within Child and Family Services.
  - Responses to (6) goals areas on self-evaluation guide.

***Non-employee applicants:*** Applicants who best meet the program criteria are invited to attend a practicum placement screening interview at CFS or other approved field agency. The decision to offer a practicum placement is solely that of the agency staff who have the authority to make such decisions. Students must have a secure offer of a practicum placement approved by their Scholars Coordinator prior to being awarded a stipend.

Non-employee application packets should include:

- Application form
- (2) forms for reference;
  1. Reference 1
    - Academic advisor or college/university instructor
  2. Reference 2
    - Current Supervisor
    - Previous Supervisor
    - Community agency representative with good knowledge of the applicant
- Self-evaluation essay guide

When you are ready to turn in your completed application, please check to make sure you include the following:

- Completed Application form
- Copy of Acceptance letter from the attending university or college
- (2) completed references as outline above
- Self Evaluation Essay (2 page minimum) addressing the following:
  - Why you are applying for an Idaho Child Welfare Scholar Stipend
  - How receipt of the stipend will enable you to make a professional contribution in a direct service or administrative role within Child and Family Services.
  - Responses to (6) goals areas on self-evaluation guide

### ***Student Selection***

Applicants should submit their applications to the Child Welfare Scholars Coordinator within the timelines established by their college/university.

Applications are then reviewed by the Scholars Program and Children and Family Services (CFS) staff as appropriate in consideration of the available stipend slots allocated to the university/college.

### ***Stipend Award***

Stipend award decisions are made through collaboration between the Scholars Coordinator and designated CFS staff, in consideration of the number of allocated stipend slots.

- CFS-employee stipends will be awarded to applicants who best meet the criteria of the stipend program and who have secured an approved Title IV-E practicum placement.
- Non-employee stipends will be awarded to applicants who best meet the criteria of the stipend program and who have secured an approved Title IV-E practicum placement.
- All applicants receive written notification regarding either acceptance or denial of their application.
- Students who receive Idaho Child Welfare Scholar stipends must sign the appropriate CFS employee or non-employee student contract prior to disbursement of payment. (See appendix for contract)

Idaho Child Welfare Scholars stipends are intended to cover publicly funded tuition plus books and fees. BSW students are eligible to receive the stipend during their senior year while MSW students are eligible while in graduate school. Stipend funds are disbursed in a series of payments over the course of the academic year according to each university's schedule.

## Expectations of Students

### ***Idaho Child Welfare Scholars are expected to:***

- Remain continuously enrolled in their Social Work program of study and remain in good academic standing, as defined by their university/college;
- Take an active role in designing, completing and evaluating their field learning experiences which are appropriate for their level of education;
- Adhere to all CFS (or alternate field agency) policies and to practice within accepted standards, according to the NASW Code of Ethics, under the supervision of their agency field instructor;
- Complete all field education requirements and participate in required integrative seminars associated with their field placement;
- Complete research projects, incorporate into coursework assignments, or plan faculty-approved independent study that reflects the continuum of Child Welfare practice in Idaho;
- Attend Child Welfare events, workshops and/or conferences, identified by their Child Welfare Scholars Coordinator or Agency Field Instructor as significant learning opportunities;
- Enroll in and successfully complete a Child Welfare course
- Submit a presentation proposal for, and participate in, the annual Idaho Child Welfare Student Institute;
- Students commit to 2,080 work hours for each year they receive the stipend award;
- Take active steps to complete their post-graduation employment obligations with CFS, as per their contract, and to provide necessary documentation as outlined below;
- Consult with the IDHW Human Resources Division at least 90 days prior to graduation regarding available employment opportunities.
- Employee applicants who have been granted educational leave shall return to the Region from which they were granted leave unless the employing Region has released the employee for hire by another Region.
- Apply to take licensure exam prior to graduation and make application for Idaho Social Work licensure shortly after graduation.
- Within 45 days after graduation, apply for state employment and place themselves on all appropriate statewide IDHW registers open at the time. Examples of these registers include: Social Worker, Clinician, Human Services Supervisor, Clinical Supervisor, and Human Services Regional Specialist. Remain on the registers through at least 60 working days after graduation. *The student is required to seek employment in at least three Regions, one of which must include a Region with a high demand regarding child welfare staffing patterns. These Regions will fluctuate each year and consultation with your Scholars Coordinator is recommended.*
- Attend all interviews and accept any offered employment. The stipend recipient must be available to accept employment with CFS within 60 working days of application for state employment.

- If applicant has met all the requirements and completes their timeline of 60 working days on the state employment registry and is not hired, the applicant has fulfilled the requirements for the work obligation.

### ***Student Institute***

All Child Welfare Scholars students are expected to present at an annual Student Scholar Institute. This presentation will be concurrent with the annual theme of the Student Scholar Institute. Presentations should focus on best practice in the realm of child welfare in relationship to the annual theme (past themes have included such topics as disproportionality, the Program Improvement Plan, and permanency planning). Students can network with other Scholars students from around the State as well as IDHW administrators and other professionals. Regional IDHW Human Resource Specialist and representatives from the State of Idaho Bureau of Occupational Licenses (IBOL) will help prepare students for licensing and employment procedures. The Patty Gregory Heart of Learning award is awarded to one BSW student and one MSW student who has demonstrated exemplary work and commitment within the field of Child Welfare.

### ***Professional Expectations***

Students are expected to conduct themselves professionally in accordance with the job description under which they are accepted into practicum, the NASW Code of Ethics, University Student Code of Conduct, and all applicable IDAPA and Idaho Codes relevant to Children and Family Services and/or the Child Protection Act.

### ***Practicum***

Practicum screening and placement procedures vary according to Regional and/or university/college practices. Please speak with your Scholars Coordinator from your university/college for specific screening and placement procedures.

Child Welfare Scholar stipend students are expected to adhere to those tasks or duties outlined in the Title IV-E appropriate activities list (see appendix).

Child Welfare Scholar stipend students are expected to work with only those clients who are determined to be Title IV-E eligible. Students are expected to complete the Caseload Certification form for State of Idaho CFS Title IV-E Practicum Students (see appendix) with each client they contact during practicum hours. For a complete list of Title IV-E eligible clients, please see your Region's Federal Funding Specialist, the Chief of Social Work or other program manager designee.

### ***Learning Agreement***

All Child Welfare Scholar stipend students are expected to create and complete a comprehensive learning agreement in coordination with their Scholars Coordinator and their Practicum Field Instructor. Part of this learning agreement will include those tasks deemed to be Title IV-E eligible. Hours completed for practicum hours will not be counted until the Learning Agreement is complete and signed by all parties (Child Welfare Scholars Stipend Student, Practicum Field Instructor and Scholars Coordinator).

### ***Diversity/Cultural Competence***

Cultural influences of human diversity are an integral component of the development of self; therefore, child welfare students will gain a working knowledge of the impact cultural differences have including race, ethnicity, culture, gender, disability, religion, affectional orientation, age and socio-economic status. Child welfare students will gain competencies reflecting inclusion, equity, social justice and diversity to fight oppression, poverty, power and privilege through respectful and dignified practice. Students will practice multicultural competence to enhance individual and family functioning to mitigate disproportionality and disparate outcomes for youth of color in the State of Idaho.

## **Stipend Repayment**

**Students who default their contractual obligations will be referred to the Idaho Department of Health & Welfare Title-IV E Contract Monitor for stipend repayment.**

Stipend repayment schedules shall follow these guidelines:

- Students will be required to repay the total amount of stipend funds received.
- A lump sum payment equivalent to 25% of the total stipend funds received by the student will be due within 30 days of referral to IDHW/CFS for stipend repayment.
- Minimum payments of \$100 per month will be established for payment of the remaining balance.

Stipend recipients of non-employee contracts will automatically be referred for stipend repayment if, after 90 calendar days post-graduation, there are no records documenting the student's efforts to comply with the post-graduation employment commitment.

### ***Request for Deferral of Employment Obligation***

**Stipend recipients may face extenuating circumstances that affect their ability to fulfill the contractual post-graduate work obligation within 90 days of graduation. Extenuating circumstances that typically warrant deferral of a student's work obligation include:**

- Military deployment;
- Family and health-related emergencies;
- Acceptance into a participating MSW program and subsequent Idaho Child Welfare Scholars stipend award.

Circumstances other than those listed above will be considered for deferral approval on a case-by-case basis. All deferral requests will be processed and considered on their merits by the CFS Title IV-E Contract Monitor. The decision regarding deferral approval will be made by IDHW and this determination is final.

The process for requesting deferral based upon extenuating circumstances is:

#### **Military Deployment:**

1. The student completes and submits a Deferral Request form to his/her Child Welfare Scholars' Coordinator. The student must attach official documentation of military deployment.

2. The Child Welfare Scholars Coordinator verifies the information and submits the request to the Title IV-E Contract Monitor within 7 days.
3. The CFS Title IV-E Contract Monitor shall take action (approval, provisional approval or denial) on the request within 30 days of receipt and notify the applicant and Child Welfare Scholars Coordinator of the decision in writing.

**Family and health-related emergencies, and/or other extenuating circumstances:**

1. The student completes and submits a Deferral Request form to his/her Child Welfare Scholars Coordinator. The student must provide sufficient supplementary information or documentation to enable the Child Welfare Scholars Coordinator to verify the information.
2. The Child Welfare Scholars Coordinator verifies the information and submits the request to the CFS Title IV-E Contract Monitor within 7 days.
3. The CFS Title IV-E Contract Monitor shall take action (approval, provisional approval or denial) on the request within 30 days of receipt and notify the applicant and Child Welfare Scholars Coordinator of the decision in writing.

**Acceptance into a participating MSW program with an Idaho Child Welfare Stipend award:**

1. The student completes and submits a Deferral Request form to his/her Child Welfare Scholars Coordinator. The student must attach copies of the participating MSW program (BSU, NNU, EWU) acceptance letter and a letter from the Child Welfare Scholars Coordinator from the university verifying the student was previously awarded an Idaho Child Welfare Stipend.
2. The Child Welfare Scholars Coordinator verifies the information and submits it to the CFS Title IV-E Contract Monitor within 7 days.
3. The CFS Title IV-E Contract Monitor shall take action (approval, provisional approval or denial) on the request within 30 days of receipt and notify the applicant and scholars coordinator of the decision in writing.
4. It is the responsibility of the applicant to inform the CFS Title IV-E Contract Monitor of the eventual status of their MSW-level Idaho Child Welfare Stipend award. If this stipend is not awarded to the student, they will be required to meet the BSW contract employment obligations or repay the BSW stipend. (as outlined on page 31). If this stipend is awarded to the student, the CFS Title IV-E Contract Monitor

may authorize an extension of the student's fulfillment of the CFS work obligation. If the deferral is approved, the student must sign and adhere to the terms of the MSW-level stipend contract. Employment obligations for additional stipend program awards will be cumulative.

5. BSW level students are strongly encouraged to meet their contractual employment obligations before pursuing an MSW degree. The practice experience will further enhance their learning when returning to complete an MSW degree; and will better situate them for supervision and leadership within the field of child welfare.

***Denial of deferral requests:***

1. Current BSW Child Welfare Scholar stipend recipients are strongly urged to meet their contractual employment obligations before pursuing an MSW degree.
2. Students whose deferral requests are denied will be required to meet their contractual employment obligations; or, to reimburse the IDHW for the full amount of the stipend they have received.
3. Stipend repayment: Students who opt for repayment must make arrangements with the CFS Title IV-E Contract Monitor. A repayment schedule will be developed according to the guidelines in the stipend repayment policy outlined above.

## **Goals and Objectives for Completing the Licensing Process**

The goal for scholar students is to complete the licensure requirements prior to graduation.

In order to achieve this, students are encouraged to follow the objectives outlined below:

- Obtain copy of Social Work Licensure Process from seminar instructor
- Three months prior to graduation complete the Social Work License application, along with \$50.00 fee then submit to Idaho Bureau of Occupational Licenses. An application is available on the Bureau's website [www.ibol.idaho.gov](http://www.ibol.idaho.gov).
- Complete the required addendum for licensure candidates that have not yet graduated
- Prepare list of 3 references as outlined and required
- Complete notarized signature page
- Upon approval to take the exam by the Board of Social Workers, schedule the exam and pay the \$175.00 exam fee. Association of Social Work Boards will send an official copy of test results to the State Board of Social Worker Examiners (Idaho Bureau of Occupational Licenses).
- After graduation send an official transcript to State Board of Social Work Examiners at the Idaho Bureau of Occupational Licenses and your license will be issued.

## References

- Idaho Department of Health and Welfare. (2008). *Facts, Figures, Trends 2007-2008*. Retrieved July 15, 2008, from IDHW web site [www.healthandwelfare.idaho.gov](http://www.healthandwelfare.idaho.gov)
- Pecora, P.J., Williams, J., Kessler, R.J., Downs, A.C., O'Brien, K., Hiripi, E., & Morello, S. (2003). *Assessing the effects of foster care: Early results from the Casey national alumni study*. Seattle, WA: Casey Family Programs.

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**CHILD WELFARE SCHOLAR STIPEND APPLICATION**

**Application for Idaho Child Welfare Scholar Stipend Program**

**Please type or print clearly.**

\_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Home Phone with Area Code Email Address

\_\_\_\_\_  
Cellular Number

**Select the program in which you are currently enrolled:**

\_\_\_\_\_ Master of Social Work degree program at \_\_\_\_\_ School of Social Work

\_\_\_\_\_ Bachelor of Arts in Social Work degree program at \_\_\_\_\_ School of Social Work

**Please complete the following questions related to your field placement:**

Name of agency \_\_\_\_\_

Name of field Supervisor \_\_\_\_\_

What activities related to foster care, pre-adoption, and adoption will be a part of your placement?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete the following questions related to your education:**

Have you taken Child Welfare (SW 414) yet? \_\_\_yes \_\_\_no

If you have not taken this course, when do you plan to take it? \_\_\_\_\_

Have you taken courses or attended conferences that relate to child welfare? Please list these below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHILD WELFARE SCHOLAR STIPEND APPLICATION**

**IDAHO CHILD WELFARE SCHOLAR STIPEND - LETTER OF REFERENCE  
REFERENCE 1**

**Name of Applicant:** \_\_\_\_\_

- I waive my right to review this reference.
- I retain my right to review this reference.

*The above named applicant is applying for an Idaho Child Welfare Scholar Stipend. Your thoughtful reference is very important. Please consider the following goals in your letter of reference and address each goal briefly. Your evaluation will play a key role in selection decisions. Thank you for your time!*

**PLEASE PROVIDE A LETTER OF REFERENCE WHICH INCORPORATES YOUR KNOWLEDGE OF THE APPLICANT IN THESE AREAS:**

- 1. Leadership:** We wish to provide financial assistance to social work students committed to providing leadership in public child welfare. This leadership could be in excellent service delivery as a caseworker/clinician, or in training, research, or administration. The applicant demonstrates vision and practice consistent with “best practice” principles in their work with clients, staff and community partners; inspires others; is committed to lifelong learning for self and others; expresses confidence in self and in colleagues.
  
- 2. Commitment:** We are seeking to support students who have a commitment to a career in public child welfare and professional growth. The applicant has expressed and documented with his or her supervisor or program manager career goals in child welfare and commitment to practice in Idaho.
  
- 3. Relationship Capacity:** We are seeking to support students who have a capacity to build, encourage and maintain positive, professional relationships with colleagues, professional peers and community members. The applicant has demonstrated collaborative, collegial community relationships.
  
- 4. Ethics:** We are seeking to support students who have shown skills of self-evaluation through appropriate use of supervision and ethical behavior as defined by the National Association of Social Workers Code of Ethics.
  
- 5. Customer Service:** We are seeking to support students who have shown a capacity for positive, productive service to clients. The applicant demonstrates appropriate empathy and supports client efforts through collaboration, advocacy and timely communication.

**Within two weeks of receipt, please return to:**  
**Child Welfare Scholars Coordinator**

## CHILD WELFARE SCHOLAR STIPEND APPLICATION

### IDAHO CHILD WELFARE SCHOLAR STIPEND - LETTER OF REFERENCE REFERENCE 2

Name of Applicant: \_\_\_\_\_

- I waive my right to review this reference.
- I retain my right to review this reference.

*The above named applicant is applying for an Idaho Child Welfare Scholar Stipend. Your thoughtful reference is very important. Please consider the following goals in your letter of reference and address each goal briefly. Your evaluation will play a key role in selection decisions. Thank you for your time!*

#### PLEASE PROVIDE A LETTER OF REFERENCE WHICH INCORPORATES YOUR KNOWLEDGE OF THE APPLICANT IN THESE AREAS:

1. **Leadership:** We wish to provide financial assistance to social work students committed to providing leadership in public child welfare. This leadership could be in excellent service delivery as a caseworker/clinician, or in training, research, or administration. The applicant demonstrates vision and practice consistent with “best practice” principles in their work with clients, staff and community partners; inspires others; is committed to lifelong learning for self and others; expresses confidence in self and in colleagues.
2. **Commitment:** We are seeking to support students who have a commitment to a career in public child welfare and professional growth. The applicant has expressed and documented with his or her supervisor or program manager career goals in child welfare and commitment to practice in Idaho.
3. **Relationship Capacity:** We are seeking to support students who have a capacity to build, encourage and maintain positive, professional relationships with colleagues, professional peers and community members. The applicant has demonstrated collaborative, collegial community relationships.
4. **Ethics:** We are seeking to support students who have shown skills of self-evaluation through appropriate use of supervision and ethical behavior as defined by the National Association of Social Workers Code of Ethics.
5. **Customer Service:** We are seeking to support students who have shown a capacity for positive, productive service to clients. The applicant demonstrates appropriate empathy and supports client efforts through collaboration, advocacy and timely communication.

**Within two weeks of receipt, please return to:**

**Child Welfare Scholars Coordinator**

## CHILD WELFARE SCHOLAR STIPEND APPLICATION

### SELF EVALUATION GUIDE

*Essay: Please submit an essay which describes:*

- *Reasons for applying for the Idaho Child Welfare Scholar Stipend Program.*
- *How receipt of the Idaho Child Welfare Scholar Stipend will allow you to make a professional contribution in direct service or administration/management within Child and Family Services.*
- *Incorporate your responses to the six goal areas listed below. This essay should be at least two pages and provide a thoughtful, comprehensive goal statement (s). A FACS Division Representative will participate in the screening process. Your self-evaluation essay will be important to the award decisions.*

**1. Leadership:** We wish to provide financial assistance to social work students committed to providing leadership in public child welfare. This leadership could be in excellent service delivery as a caseworker/clinician, or in training, research, or administration. The applicant demonstrates vision and practice consistent with “best practice” principles in their work with clients, staff and community partners; inspires others; is committed to lifelong learning for self and others; expresses confidence in self and in colleagues.

**2. Commitment:** We are seeking to support students who have a commitment to a career in public child welfare. This commitment indicates pursuit of professional growth. .

**3. Relationship Capacity:** We are seeking to support students who have a capacity to build, encourage and maintain positive, professional relationships with colleagues, professional peers and community members. The applicant has demonstrated collaborative, collegial community relationships.

**4. Ethics:** We are seeking to support students who have shown skills of self-evaluation through appropriate use of supervision and ethical behavior as defined by the National Association of Social Workers Code of Ethics.

**5. Customer Service:** We are seeking to support students who have shown a capacity for positive, productive service to clients. The applicant demonstrates appropriate empathy and supports client efforts through collaboration, advocacy and timely communication.

**6. Contribution to Child Welfare:** Please address your plan to support public child welfare in your academic pursuit and in your practicum placement. Emphasize ideas that you believe will advance your education and “new learning” in child welfare practice. If you have discussed or documented performance or professionals goals with your supervisor (employee applicant) or Child Welfare Field Unit Coordinator (non-employees) please include those in this statement. This statement is critical to academic planning with the applicant.

# **Idaho Scholars Program Title IV-E Stipend Program**

## **AFFIRMATION AND RELEASE/EXCHANGE OF INFORMATION**

**I hereby affirm that the below statements are true.**

**I hereby attest that I have never been convicted of a felony crime or any crime involving harm to children.**

**I hereby attest that I have never been discharged from employment at a state or other social services agency due to violation of state code/merit system rules or violation of agency or professional code of ethics.**

**If granted the Title IV-E Child Welfare Stipend, I hereby agree to adhere to the provisions of the student/employee contract.**

**I hereby allow the exchange of written and verbal application material to be released by \_\_\_\_\_ University/College to the Department of Health and Welfare representative in Region \_\_\_\_\_ for the purpose of determining screening and placement for my internship placement.**

**Furthermore, I hereby allow the Department of Health and Welfare and \_\_\_\_\_ University/College to exchange information, both written and verbal, regarding the status of my internship placement, including, but not limited to, background check, child abuse registry check, and any/or all information relevant to an internship placement in the Title IV-E program.**

**This authorization will be in effect for a period of one (1) year from the date noted below or until such time it is evoked in writing.**

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

## EMPLOYEE STUDENT CONTRACT

### CONTRACTUAL AGREEMENT, STIPEND AWARD FOR EMPLOYEES IDAHO DEPARTMENT OF HEALTH AND WELFARE

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This contract is a mutually binding agreement between the Participant, \_\_\_\_\_, who is currently an Idaho Department of Health and Welfare employee, and the Idaho Department of Health and Welfare, Division of Family and Community Services, hereinafter referred to as the Participant and the Department.

#### Section I - Obligations of the Department

The Participant shall be provided a stipend in the amount of \$\_\_\_\_\_ by the Department, for the 2008 - 2009 school year, for a period not to exceed one year to attend the following program\*\*:

Select one of the following Universities/Colleges:

- \_\_\_\_\_ Master of Social Work degree program at Boise State University's School of Social Work\*
- \_\_\_\_\_ Master of Social Work degree program at Eastern Washington University's School of Social Work\*
- \_\_\_\_\_ Master of Social Work degree program at Northwest Nazarene University's Department of Social Work\*
- \_\_\_\_\_ Bachelor of Social Work degree program at Boise State University's School of Social Work\*
- \_\_\_\_\_ Bachelor of Social Work degree program at Idaho State University's Department of Sociology, Social Work, and Criminal Justice\*
- \_\_\_\_\_ Bachelor of Social Work degree program at Lewis-Clark State College's Social Work Program\*
- \_\_\_\_\_ Bachelor of Social Work degree program at Northwest Nazarene University's Department of Social Work\*
- \_\_\_\_\_ Bachelor of Social Work degree program at Eastern Washington University's School of Social Work\*

*\*\*Herein after referred to as University*

## EMPLOYEE STUDENT CONTRACT

*\*\*Note: Stipend agreements with Participants are reviewed annually by the Department to determine whether renewal is appropriate. While it is the intent of the Department to support Participants through to completion of their scheduled course of study, certain circumstances may preclude renewal, including Department budget cuts, position freezes, other circumstances beyond the Department's control, or the Participant's performance in the program falls below the University's acceptable standards.*

Costs associated with living arrangements, supplies, travel and incidentals shall not be the responsibility of the Department. The Participant is responsible for any and all tax liability associated with the stipend award and is encouraged to contact a tax advisor to determine what, if any, liability may be incurred.

### Section II. - Obligations of the Participant

As the Participant has been accepted for the Social Work degree program, the Agreement shall commence with the execution of this contract and end at the conclusion of the reporting period, three years from the date of graduation from this program, or sooner if the Participant discontinues this program or if the Participant's performance falls below an acceptable standard established by the University, as defined below. The Participant's target graduation date follows the \_\_\_\_\_ quarter / semester of the year 20\_\_\_\_.

The Participant must remain continuously enrolled in the University and remain in good academic standing for the duration of the degree program. If the Participant is placed on academic probation or dismissed from the program, or otherwise withdraws from the program all obligations on the part of the Department cease immediately. The Participant shall then be required to withdraw from the Stipend Program and to re-pay the Department all costs incurred on behalf of the Participant for the program immediately.

The Participant shall perform the practicum required to attain this degree with the Department (or other approved IV-E site). This placement shall be coordinated through the University's Child Welfare Faculty Field Coordinator, in conjunction with the Department. The practicum shall be devoted to services eligible for federal financial participation under Title IV-E of the Social Security Act. The Participant will work with his/her Agency Field Instructor and Child Welfare Faculty Field Coordinator to develop and implement a Learning Contract focusing upon child welfare practice, adoptions and foster care.

**EMPLOYEE STUDENT CONTRACT**

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Agency Instructor/Supervisor Name Telephone Number

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Child Welfare Faculty Field Coordinator Name Telephone Number

The Participant agrees to attend required practicum seminars associated with his or/her field placement. The Participant also agrees to attend child welfare-oriented events, classes, workshops, and/or conferences identified by their Faculty Field Coordinator or Agency Field Instructor as significant learning opportunities. Participation in the annual Idaho Child Welfare Student Institute is expected of all Participants.

By entering into this agreement, the Participant authorizes release of his or/her academic records and contact information for reporting and program evaluation purposes. Participant agrees to keep the University informed of employment and residence information, and to promptly respond to employment and program surveys for a period of no less than three (3) years from the date of graduation under this program.

**Preparation for Post-Graduate CFS and CMH Program Employment:**

1. The Participant agrees to apply for Idaho Social Work Licensure and take all necessary steps to be licensed at the level appropriate to his or/her education. (Note: Idaho social worker licensure is required in order to apply for CFS and CMH Social Worker and Clinician positions. Consequently, in order for Participants to follow through with the remaining employment preparation steps outlined below, they must first obtain an Idaho social worker license prior to applying for other applicable positions.) The Participant shall complete pre-graduation activities including initiating the licensing process and contacting the with the Department’s Regional Human Resources Representative. This will facilitate acquiring licensure immediately following graduation and comply with contractual post-graduate employment obligations (see below). The Participant agrees to provide a copy of his or/her license to the Child Welfare Faculty Field Coordinator.

**EMPLOYEE STUDENT CONTRACT**

2. If the Participant is not currently in a Department Social Worker, Clinician, Human Services Supervisor, Clinical Supervisor, or Human Services Regional Specialist position, the Participant agrees to consult with the Department’s Regional Human Resources Representative on or before graduation so that the Human Resources representative is made fully aware of the Participant’s availability for other CFS or CMH Program employment. The Participant agrees to submit documentation of this contact to their Child Welfare Faculty Field Coordinator within fifteen (15) days of placement on a register or obtaining a Social Work license.

3. If the Participant is currently a Department Social Worker, Clinician, Human Services Supervisor, Clinical Supervisor, or Human Services Regional Specialist position, the Participant agrees to consult with the Department’s Human Resources on or before graduation so that the Human Resources representative is made fully aware of the Participant’s availability and willingness to transfer or promote to other applicable CFS or CMH Program positions. The Participant agrees to submit documentation of this contact to their Child Welfare Faculty Field Coordinator within fifteen (15) days of placement on a register or obtaining a Social Work license, whichever is later.

4. If the Participant is not currently in a Department Social Worker, Clinician, Human Services Supervisor, Clinical Supervisor, or Human Services Regional Specialist position in CFS or CMH, the Participant agrees to apply for a transfer or promotion to the CFS and CMH Programs for any and all positions that the Participant is qualified for within thirty (30) days after graduation. Examples of these registers include, but are not limited to, Social Worker (BSW and MSW), Clinician (MSW), Human Services Supervisor (BSW), Clinical Supervisor (MSW), and Human Services Regional Specialist (MSW). Participants must specify below their availability for employment in at least three (3) Department-defined Regions of the state. A minimum of one selection must include a high priority recruitment region, currently identified as Regions I, III, IV and V.

Region I _____	Region II _____	Region III _____
Region IV _____	Region V _____	Region VI _____
Region VII _____		

Participants who are not currently in a Department Social Worker, Clinician, Human Services Supervisor, Clinical Supervisor, or Human Services Regional Specialist position agree to submit documentation of placement on the Idaho State employment registers to their Child Welfare Faculty Field Coordinator within fifteen (15) days of placement on a register.

## EMPLOYEE STUDENT CONTRACT

5. If the Participant has been granted Educational Leave to attend school by the CFS Program, the Participant agrees to fulfill his or/her employment obligation in the Region that granted the Educational Leave (unless otherwise negotiated with another Region). Once reinstated, the Participant must remain in his or/her position for a minimum of one year, before placing his or/her name on a transfer register or seeking promotion to another Region.

### Post-Graduate Employment Commitment:

The Participant, regardless of whether they are currently a Department Social Worker, Clinician, Human Services Supervisor, Clinical Supervisor, or Human Services Regional Specialist, or not, agrees to remain employed with the CFS or CMH Program (or the Department) while receiving stipend awards from the Department. Additionally, after graduation, the Participant agrees to be or remain employed with Child and Family Services or Children's Mental Health for the following term:

Select one:

- Full-time MSW students, two year program, employment commitment of 4,160 credited state service hours
- Full-time advanced standing MSW students, one year only, employment commitment of 2,080 credited state service hours
- Part-time advanced standing MSW students, 2 year program, with employment commitment of 4,160 hours credited state service hours
- Part-time MSW students, 3 year program, employment commitment of 6,240 credited state service hours
- BSW students employment commitment of 2,080 credited state service hours
- Other - commitment to be verified by the Faculty Field Coordinator

If the Participant ceases employment with the CFS or CMH Program prior to the completion of the obligation period (e.g., for unsatisfactory performance or misconduct), the Department will determine whether repayment of the stipend(s) will be pro-rated or will be paid in full upon thirty (30) working days of the termination.

## EMPLOYEE STUDENT CONTRACT

If the Participant fails to perform satisfactorily, as determined by the Department, during any period during the applicable one (1), two (2), or three (3) years following graduation the Participant may be considered in default. As stated below, the Department will then determine whether the Participant's debt obligation will be pro-rated and the pro-rated amount.

Stipend reimbursement schedules shall follow these guidelines:

1. The Participant is required to reimburse the total amount of stipend funds received, or, if applicable, the pro-rated amount, as determined by the Department.
2. A lump sum payment equivalent to 25% of the total obligation will be due within thirty (30) days of Department notification of stipend reimbursement.
3. Thereafter, minimum monthly payments of \$100.00 will be paid to the Department until the remaining debt obligation is paid in full.

If the Participant is involuntarily separated by the CFS or CMH Program as a result of budget cuts, layoffs, or other situations beyond the control of the Department before the employment obligation is completed, the Participant will be released from any debt obligation in accepting stipends from the Department.

### Section III. - Default

Default occurs if the Participant fails to perform any of the covenants or conditions of this agreement. Default may also occur if the Participant fails to satisfactorily perform while working for the Department, or violates any State of Idaho rules or Department policies during the specified term above.

If the Participant defaults, the Department reserves the right to dismiss his or/her employment, with cause (if the Participant is a classified employee), and will provide due process in accord with Idaho Code.

Upon default, the Department may cancel this Agreement without any notice and may pursue any and all legal, equitable and other remedies available to the Department. The Participant shall be liable for any and all expenses that are incurred by the Department as a result of the default, including, but not limited to, the costs of legal fees, and losses incurred due to default.

## EMPLOYEE STUDENT CONTRACT

The Participant may apply for a deferral of his or/her employment obligation to the Department, upon a showing of good cause, which will be accepted or declined at the sole discretion of the Department. In the case of a deferral for continuing into a Master of Social Work program, with one of the above-named Universities, employment obligations for additional stipend program awards will be consecutive, unless otherwise negotiated with the Department.

### Section IV - Execution of Agreement

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**X**

Participant signature

Participant Printed Name

Address

Participant permanent address, if different

City

State

Zip

Telephone Number (including area code)

Participant Social Security #

Participant Student ID #

Participant Closest Living Relative

Relationship to Participant

Relative Address

City

State

Zip

Telephone (including area code)

**X**

**Michelle Britton, Administrator, Division of Family and Community Services**

Date \_\_\_\_\_

**NON-EMPLOYEE STUDENT CONTRACT**

**CONTRACTUAL AGREEMENT, STIPEND AWARD FOR NON-EMPLOYEES  
IDAHO DEPARTMENT OF HEALTH AND WELFARE**

---

This contract is a mutually binding agreement between the participant, \_\_\_\_\_, and the Idaho Department of Health and Welfare, Division of Family and Community Services, hereinafter referred to as the Participant and the Department.

Section I - Obligations of the Department

The Participant shall be provided a stipend in the amount of \$\_\_\_\_\_ by the Department, for the 2008 – 2009 school year, for a period not to exceed one year\*\* to attend the following program:

Select one of the following University's/Colleges:

- \_\_\_\_\_ Master of Social Work degree program at Boise State University's School of Social Work\*
- \_\_\_\_\_ Master of Social Work degree program at Eastern Washington University's School of Social Work\*
- \_\_\_\_\_ Master of Social Work degree program at Northwest Nazarene University's Department of Social Work\*
- \_\_\_\_\_ Bachelor of Social Work degree program at Boise State University's School of Social Work\*
- \_\_\_\_\_ Bachelor of Social Work degree program at Idaho State University's Department of Sociology, Social Work, and Criminal Justice\*
- \_\_\_\_\_ Bachelor of Social Work degree program at Lewis-Clark State College's Social Work Program\*
- \_\_\_\_\_ Bachelor of Social Work degree program at Northwest Nazarene University's Department of Social Work\*
- \_\_\_\_\_ Bachelor of Social Work degree program at Eastern Washington University's School of Social Work\*

*\*Herein after referred to as University*

## NON-EMPLOYEE STUDENT CONTRACT

*\*\*Note: Stipend agreements with Participants are reviewed annually by the Department to determine whether renewal is appropriate. While it is the intent of the Department to support Participants through to completion of their scheduled course of study, certain circumstances may preclude renewal, including Department budget cuts, position freezes, other circumstances beyond the Department's control, or if the Participant's performance in the program falls below the University's acceptable standards.*

Costs associated with living arrangements, supplies, travel and incidentals shall not be the responsibility of the Department. The Participant is responsible for any and all tax liability associated with the stipend award and is encouraged to contact a tax advisor to determine what, if any, liability may be incurred.

The Department will make an effort to place the Participant in employment with the Child and Family Services (CFS) Program or Children's Mental Health (CMH) program, unless precluded by merit system requirements, legislative budget cuts, position freezes, or other circumstances beyond the Department's control. If the CFS or CMH Programs are unable to offer employment within sixty (60) working days following the Participant's placement on the State of Idaho employment register for CFS or CMH positions the Participant is qualified for, the Department will release the Participant from the commitments herein.

### Section II. - Obligations of the Participant

As the Participant has been accepted for the Bachelor or Master of Social Work degree program, the Agreement shall commence with the execution of this contract and end at the conclusion of the reporting period, three years from the date of graduation from this program, or sooner if the Participant discontinues this program or if the Participant's performance falls below an acceptable standard established by the University, as defined below. The Participant's target graduation date follows the \_\_\_\_\_ quarter / semester of the year 20\_\_\_\_\_.

The Participant must remain continuously enrolled in the University and remain in good academic standing for the duration of the degree program. If the Participant is placed on academic probation or dismissed from the program, or otherwise withdraws from the program, all obligations on the part of the Department cease immediately. The Participant shall then be required to withdraw from the Stipend Program and to re-pay the Department all costs incurred on behalf of the Participant for the program immediately.

**NON-EMPLOYEE STUDENT CONTRACT**

The Participant shall perform the practicum required to attain this degree with the Department (or other approved IV-E site). This placement shall be coordinated through the University’s Child Welfare Faculty Field Coordinator in conjunction with the Department. The practicum shall be devoted to services eligible for federal financial participation under Title IV-E of the Social Security Act. The Participant will work with his or/her Agency Field Instructor and Child Welfare Faculty Field Coordinator to develop and implement a Learning Contract focusing upon child welfare practice, adoptions and foster care.

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Agency Instructor/Supervisor Name

Telephone Number

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Child Welfare Faculty Field Coordinator Name

Telephone Number

The Participant agrees to attend required practicum seminars associated with his or/her field placement. The Participant also agrees to attend child welfare-oriented events, classes, workshops, and/or conferences identified by the Child Welfare Faculty Field Coordinator or Agency Field Instructor as significant learning opportunities. Participation in the annual Idaho Child Welfare Student Institute is expected of all Participants.

If the Participant voluntarily quits his or/her field placement, is dismissed from his or/her field placement for misconduct or poor performance, or otherwise withdraws from the program, all obligations on the part of the Department cease immediately. The Participant shall then be required to withdraw from the Stipend Program and to repay the Department all costs incurred on behalf of the Participant for the program immediately.

By entering into this agreement, the Participant authorizes release of his or/her academic records and contact information for reporting and program evaluation purposes. Participant agrees to keep the University informed of employment and residence information, and to promptly respond to employment and program surveys for a period of no less than three (3) years from the date of graduation under this program.

## NON-EMPLOYEE STUDENT CONTRACT

Preparation for Post-Graduate CFS and CMH Program Employment:

1. The Participant agrees to apply for Idaho Social Work Licensure and take all necessary steps to be licensed at the level appropriate to his or/her education. (Note: Idaho social work licensure is required in order to apply for CFS Social Worker and Clinician positions. Consequently, in order for Participants to follow through with the remaining employment preparation steps outlined below, they must first obtain an Idaho social work license prior to applying for employment.) The Participant shall complete pre-graduation activities including initiating the licensing process and contacting the Department's Regional Human Resources representative. This will facilitate acquiring licensure immediately following graduation and comply with contractual post-graduate employment obligations (see below). The Participant agrees to provide a copy of his or/her license to the Child Welfare Faculty Field Coordinator.
  
2. The Participant agrees to consult with the Department's Regional Human Resources representative on or before graduation so that the Human Resources representative is made fully aware of the Participant's availability for CFS or CMH Program employment. The Participant agrees to submit documentation of this contact to their Child Welfare Faculty Field Coordinator within fifteen (15) days of placement on a register.
  
3. The Participant agrees to apply for state employment with the State of Idaho, and be placed on the State of Idaho employment register for any and all positions that the Participant is qualified for within thirty (30) days after graduation. Examples of these registers include, but are not limited to, Social Worker (BSW and MSW), Clinician (MSW), Human Services Supervisor (BSW), Clinical Supervisor (MSW), and Human Services Regional Specialist (MSW). The Participant agrees to submit documentation of placement on the Idaho State employment registers to their Child Welfare Faculty Field Coordinator within fifteen (15) days of placement on a register. Participants must specify below their availability for employment in at least three (3) Department-defined Regions of the state. A minimum of one selection must include a high priority recruitment region, currently identified as Regions I, III, IV and V.

Region I \_\_\_\_\_

Region II \_\_\_\_\_

Region III \_\_\_\_\_

Region IV \_\_\_\_\_

Region V \_\_\_\_\_

Region VI \_\_\_\_\_

Region VII \_\_\_\_\_

## NON-EMPLOYEE STUDENT CONTRACT

4. For a period of sixty (60) working days following placement on the State of Idaho employment registers, the Participant agrees to actively seek employment with the CFS or CMH Programs, attend job interviews, and accept employment if offered. The Participant agrees to submit ongoing documentation of the outcome(s) of interviews and offers of CFS or CMH employment to their Child Welfare Faculty Field Coordinator.

### Post-Graduate Employment Commitment:

After being hired, the Participant agrees to remain employed by the CFS Program for the following term:

Select one:

- Full-time MSW students, two year program, employment commitment of 4,160 credited state service hours
- Full-time advanced standing MSW students, one year only, employment commitment of 2,080 credited state service hours
- Part-time advanced standing MSW students, 2 year program, with employment commitment of 4,160 hours credited state service hours
- Part-time MSW students, 3 year program, employment commitment of 6,240 credited state service hours
- BSW students employment commitment of 2,080 credited state service hours
- Other - commitment to be verified by the Faculty Field Coordinator

Once employed, the Participant must remain in that position for a minimum of one (1) year before placing his or/her name on a transfer register or seeking a promotion within the CFS or CMH Program. If the Participant fails to seek employment or ceases employment with the CFS or CMH Program prior to completion of the employment obligation, the Participant will be required to re-pay the Department for the stipend costs incurred on the Participant's behalf, pro-rated based on the months of remaining debt obligation. The Department will determine whether the Participant's debt obligation will be pro-rated and the pro-rated amount.

## **NON-EMPLOYEE STUDENT CONTRACT**

Further, if the Participant involuntarily separates from the Department prior to completion of the obligation period (e.g., for unsatisfactory performance or misconduct), the Department will determine whether repayment of the stipend(s) will be pro-rated or will be paid in full upon or within thirty (30) working days of termination, as negotiated with the Department.

If the Participant fails to complete his or/her entrance probationary period (initial 1040 hours), regardless of the reason, the Participant may be considered in default. If the Participant fails to perform satisfactorily, as determined by the Department, during any period during the applicable one (1), two (2), or three (3) years following placement the Participant may be considered in default. As stated below, the Department will then determine whether the Participant's debt obligation will be pro-rated and the pro-rated amount.

Stipend reimbursement schedules shall follow these guidelines:

1. The Participant is required to reimburse the total amount of stipend funds received, or, if applicable, the pro-rated amount, as determined by the Department.
2. A lump sum payment equivalent to 25% of the total obligation will be due within thirty (30) days of Department notification of need for stipend reimbursement.
3. Thereafter, minimum monthly payments of \$100.00 will be paid to the Department until the remaining debt obligation is paid in full.

If the Participant is involuntarily separated by the CFS or CMH Program as a result of budget cuts, layoffs, or other situations beyond the control of the Department before the employment obligation is completed, the Participant will be released from any debt obligation occurred in accepting stipends from the Department.

### Section III. - Default

Default occurs if the Participant fails to perform any of the covenants or conditions of this agreement. Default may also occur if the Participant fails to satisfactorily perform while working for the Department, or violates any State of Idaho rules or Department policies during the specified term above.

**NON-EMPLOYEE STUDENT CONTRACT**

If the Participant defaults, the Department reserves the right to terminate any Participant on entrance probation without cause, as set out by Idaho Code. Any Participant on entrance probation, who is to be dismissed without cause, will be allowed to resign without prejudice. The Department also reserves the right to dismiss any Participant who has become a classified employee for cause, but will provide the Participant due process in accord with Idaho Code.

Upon default, the Department may cancel this Agreement without any notice and may pursue any and all legal, equitable and other remedies available to the Department. The Participant shall be liable for any and all expenses that are incurred by the Department as a result of the default, including, but not limited to, the costs of legal fees, and losses incurred due to default.

The Participant may apply for a deferral of his or/her employment obligation to the Department, upon a showing of good cause, which will be accepted or declined at the sole discretion of the Department. In the case of a deferral for continuing into a Master of Social Work program with one of the above-named Universities, employment obligations for additional stipend program awards will be served consecutively.

Section IV - Execution of Agreement

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**X** \_\_\_\_\_  
Participant signature Participant Printed Name

\_\_\_\_\_  
Address Participant permanent address, if different

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number (including area code) Participant Social Security Number

**NON-EMPLOYEE STUDENT CONTRACT**

Participant Student ID Number \_\_\_\_\_

Participant Closest Living Relative \_\_\_\_\_

Relationship to Participant \_\_\_\_\_

Relative Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone (including area code) \_\_\_\_\_

**X** \_\_\_\_\_

**Michelle Britton, Administrator, Division of Family and Community Services**

Date \_\_\_\_\_

# I-9 FORM- EMPLOYMENT ELIGIBILITY VERIFICATION

OMB No. 1615-0047; Expires 06/30/08

Department of Homeland Security  
U.S. Citizenship and Immigration Services

## Form I-9, Employment Eligibility Verification

### Instructions

Please read all instructions carefully before completing this form.

**Anti-Discrimination Notice.** It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination.

#### What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States.

#### When Should the Form I-9 Be Used?

All employees, citizens and noncitizens, hired after November 6, 1986 and working in the United States must complete a Form I-9.

#### Filling Out the Form I-9

**Section 1, Employee:** This part of the form must be completed at the time of hire, which is the actual beginning of employment. Providing the Social Security number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

**Preparer/Translator Certification.** The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his/her own. However, the employee must still sign **Section 1** personally.

**Section 2, Employer:** For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers or farm labor contractors. Employers must complete **Section 2** by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required

document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, **Section 2** must be completed at the time employment begins. **Employers must record:**

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the Form I-9. **However, employers are still responsible for completing and retaining the Form I-9.**

**Section 3, Updating and Reverification:** Employers must complete **Section 3** when updating and/or reverifying the Form I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in **Section 1**. Employers **CANNOT** specify which document(s) they will accept from an employee.

- A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B. If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired or if a current employee's work authorization is about to expire (reverification), complete Block B and:
  1. Examine any document that reflects that the employee is authorized to work in the U.S. (see List A or C);
  2. Record the document title, document number and expiration date (if any) in Block C, and
  3. Complete the signature block.

Form I-9 (Rev. 06/05/07) N

## I-9 FORM- EMPLOYMENT ELIGIBILITY VERIFICATION

### What Is the Filing Fee?

There is no associated filing fee for completing the Form I-9. This form is not filed with USCIS or any government agency. The Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

### USCIS Forms and Information

To order USCIS forms, call our toll-free number at 1-800-870-3676. Individuals can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our internet website at [www.uscis.gov](http://www.uscis.gov).

### Photocopying and Retaining the Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Forms I-9 for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

The Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR § 274a.2.

### Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

### Paperwork Reduction Act

We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: 1) learning about this form, and completing the form, 9 minutes; 2) assembling and filing (recordkeeping) the form, 3 minutes, for an average of 12 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0047.

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**Form I-9, Employment Eligibility Verification**

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification.** To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
<b>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</b>		I attest, under penalty of perjury, that I am (check one of the following): <input type="checkbox"/> A citizen or national of the United States <input type="checkbox"/> A lawful permanent resident (Alien #) A _____ <input type="checkbox"/> An alien authorized to work until _____ (Alien # or Admission #) _____	
Employee's Signature			Date (month/day/year)

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	Date (month/day/year)

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____	OR	_____	_____	_____
Issuing authority: _____		_____	_____	_____
Document #: _____		_____	_____	_____
Expiration Date (if any): _____		_____	_____	_____
Document #: _____		_____	_____	_____
Expiration Date (if any): _____		_____	_____	_____

**CERTIFICATION -** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

**Section 3. Updating and Reverification.** To be completed and signed by employer.

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)	
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.		
Document Title: _____	Document #: _____	Expiration Date (if any): _____
I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.		
Signature of Employer or Authorized Representative		Date (month/day/year)

# I-9 FORM- EMPLOYMENT ELIGIBILITY VERIFICATION

## LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Eligibility
OR		AND
1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	5. U.S. Military card or draft record	5. U.S. Citizen ID Card <i>(Form I-197)</i>
	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
	7. U.S. Coast Guard Merchant Mariner Card	7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	
	<b>For persons under age 18 who are unable to present a document listed above:</b>	
	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**

## TAXABLE INCOME FOR STUDENTS

Internal Revenue Service, *Taxable Income for Students*. Retrieved April 4, 2008, from Internal Revenue Service Web site:  
<http://www.irs.gov/individuals/students/article/0,,id=96674,00.html>

### Taxable Scholarships and Fellowships

If you received a scholarship or fellowship, all or part of it may be taxable, even if you did not receive a Form W-2. Generally, the entire amount is taxable if you are not a candidate for a degree.

If you are a candidate for a degree, you generally can exclude from income that part of the grant used for:

- **Tuition and fees** required for enrollment or attendance, or
- **Fees, books, supplies, and equipment** required for your courses.

You cannot exclude from income any part of the grant used for other purposes, such as room and board.

A **scholarship** generally is an amount paid for the benefit of a student at an educational institution to aid in the pursuit of studies. The student may be in either a graduate or an undergraduate program.

A **fellowship** grant generally is an amount paid for the benefit of an individual to aid in the pursuit of study or research.

#### Example 1

Tammy Graves receives a \$6,000 fellowship grant that is not designated for any specific use. Tammy is a degree candidate. She spends \$5,500 for tuition and \$500 for her personal expenses. Tammy is required to include \$500 in income.

#### Example 2

Ursula Harris, a degree candidate, receives a \$2,000 scholarship, with \$1,000 specifically designated for tuition and \$1,000 specifically designated for living expenses. Her tuition is \$1,600. She may exclude \$1,000 from income, but the other \$1,000 designated for living expenses is taxable and must be included in income.

Volunteer Application (to be added)

**SCHOLAR'S AFFILIATION AGREEMENT**

**IDAHO CHILD WELFARE PARTNERSHIP SCHOLARS PRACTICUM**

**PLACEMENT AGREEMENT BETWEEN THE  
\_\_\_\_\_ SCHOOL/DEPARTMENT OF SOCIAL WORK OF  
\_\_\_\_\_ UNIVERSITY/COLLEGE**

**AND**

**REGION \_\_\_\_\_ CHILDREN AND FAMILY SERVICES OR  
CHILDREN'S MENTAL HEALTH PROGRAM**

\_\_\_\_\_  
**(REGION #, AGENCY)**

This agreement is established between \_\_\_\_\_ College/University, the School/Department of Social Work, (hereinafter referred to as "School or Department ") and the above-mentioned agency (hereinafter referred to as the "Agency") for the purpose of cooperation in providing practicum placements associated with the Title IV-E Scholars Program. Practicum placements serve as an educational experience for students, and enhance Agency services.

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and between \_\_\_\_\_ and Region \_\_\_\_\_ of the Agency, and terminates on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. This agreement may be terminated prior to this date 90 days following written notification by one party to the other. In this circumstance, both parties will make every effort not to disrupt the field education of students currently in their practicum placement.

### ***MUTUAL RIGHTS AND RESPONSIBILITIES***

1. There will be no discrimination with regard to race, ethnicity, creed, age, gender, disability, religion, or national origin in the selection, assignment, and the education of students. Autonomy of the School/Department and the Agency will be observed at all times.
2. Joint site visits by the School/Department staff to the Agency for the purpose of planning and evaluating the program, discussing student performance, and arranging for additional educational experiences will be welcome.
3. There shall be no exchange of funds between the School/Department and the Agency for agency field instruction.
4. Students shall be required to follow all rules, regulations and procedures of the Agency as required of Agency employees. The Agency Chiefs or Field Instructor will make these available to the student.
5. The parties may initiate withdrawal of student from placement. These procedures are defined in the School/Department's Field Work Manual.
6. The parties to this agreement may make modifications to this agreement by mutual consent.
7. Each party shall be responsible for damage to persons or property resulting from negligence on the part of itself, its employees, its agents, and its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this agreement. Students are not employees or agents of the School, but are volunteers.
8. The parties will participate in problem solving and will follow the student manual and university policies for grievances.
9. The parties will adhere to NASW Code of Ethics.
10. The parties will work to facilitate students' participation in the IV-E Student Institute and the Idaho Child Welfare Conference.
11. The parties agree to jointly implement the IV-E eligibility process, which assures the IV-E Scholars students serve only IV-E eligible clients and engage in IV-E allowable activities.
12. The parties will initiate contact between the Manager and/or Chief (designee) and

Scholars Coordinator at a minimum of twice annually to discuss the status of and improvement of the IV-E Child Welfare Scholars Program.

13. The parties will jointly link students with an Agency Human Resource Specialist nine weeks prior to graduation and will assist in facilitating recruitment activities. The tasks of each party are more specifically described under the responsibilities of the Agency and the School/Department.

## **RESPONSIBILITIES OF THE AGENCY**

1. The Agency has the right and responsibility to interview and approve students proposed for placement consistent with Agency policies.
2. The Agency will make reasonable accommodations for a students' physical status as defined and required by the provisions of the Americans with Disabilities Act (Title I of the Americans with Disabilities Act).
3. The Agency will designate a qualified staff member to serve as Agency Field Instructor [BSW supervision requires BSW, plus two years experience. MSW supervision requires MSW, plus two years experience]. The duties of this assignment will be mutually agreed upon, between the Agency and the School/Department. The Agency will not change the designated Field Instructor without the agreement of the School/Department.
4. The Agency will allocate reasonable time to the Field Instructor to carry out his/her educational responsibilities.
5. New Agency Field Instructors are expected to participate in University/Department sponsored Field Instructor training.
6. The Agency will provide an orientation for students covering rules, regulations, procedures, dress code, facilities, and equipment of the Agency.
7. The Agency understands the placement of practicum students is designed primarily to develop professional knowledge, values and skills in students, and secondarily to enhance the Agency services.
8. The Agency will participate in the development of the student learning contract.
9. All clients assigned to IV-E Stipend Students must be IV-E eligible and the student must be engaged exclusively in IV-E allowable activities.
10. The Agency will provide student employees with assignments and field education supervision different from those associated with a student's employment.
11. The Agency will provide necessary facilities and supplies to enable students to handle assignments, including an Agency vehicle or mileage; if the student is expected to travel in performing Agency service related activity.
12. The Agency retains full responsibility for client services and for establishing standards for the quality of services rendered by students. The Agency agrees that all students' work will be supervised directly.

13. The Agency will release the student to attend all classes and seminars and other jointly sanctioned educational activities, such as the Student Institute and the Child Welfare Conference. The Foster Parent Conference, Child Welfare Academy sessions, or other in-service training may also be negotiated learning activities.
14. The Agency agrees to communicate with the Scholars Coordinator should an unresolved problem arise, which requires immediate attention and problem solving.
15. The Agency may initiate withdrawal of the student from the Agency by first contacting the Scholars Coordinator. In this circumstance, the Agency is responsible for documentation of the involuntary discharge from the Scholars Program. Such an action will result in the student forfeiting the IV-E stipend unless another approved IV-E eligible placement is arranged.
16. The Agency will confer with the Scholars Coordinator about the students' progress at least once per academic quarter or twice during an academic semester.
17. The Agency will comply with the School/Department's expectations regarding evaluations of students.
18. The Agency will inform students of health and safety hazards they may encounter as a result of their work in child welfare.
19. The Agency will link students with an Agency Human Resource Specialist nine weeks prior to graduation and will assist in facilitating recruitment activities. Human resources will monitor 60 day compliance of student placement on the employment register and participation with interviews, as well as employment and the employment work obligation.

## **RESPONSIBILITIES OF THE SCHOOL/DEPARTMENT**

1. The School/Department assumes responsibility for the academic preparation of its students and guarantees that students shall have satisfactorily completed such preparation prior to being assigned to the practicum.
2. As part of the screening process, the School/Department will provide information regarding students' level of preparation and prior experience and confer with the Agency regarding making appropriate placements based on the students' abilities, Agency program needs, and expectations of students in meeting those needs.
3. The School/Department shall designate an IV-E Child Welfare Scholars Coordinator to consult with or serve as a liaison between the parties of this agreement and to arrange the schedule of students' assignments, in cooperation with the Agency.
4. The School/Department will facilitate training of new Agency Field Instructors.
5. The School/Department will provide child welfare oriented integrative seminars for students participating in the IV-E Scholars field placement.
6. The School/Department will provide child welfare coursework for all IV-E Scholars Students.
7. The School/Department will provide Agency Field Instructors with information on education and curricular objectives and share instructional materials.
8. The School/Department will make a minimum of two agency site visits per semester or one per quarter.
9. The School/Department may initiate withdrawal of students from the Agency by first contacting the Agency Field Instructor. Such an action will result in the student forfeiting the IV-E stipend unless another approved IV-E eligible placement is arranged.
10. The School/Department recognizes the Agency is an affiliate in the education process. As such, the School/Department will facilitate a release of information process to allow free and open exchange of information related to field placement and will provide the Agency with appropriate information about the student's learning, performance, and issues with the placement and evaluation.
11. The School/Department retains the responsibility for the determination of students' final grades for the practicum.

12. The School/Department provides professional liability coverage insurance for students. Students are also encouraged to obtain a student liability policy through NASW.
13. The School/Department will orient students to the expedited licensing process and will assist students in completing the licensing process prior to graduation.
14. The School/Department will link students with an Agency Human Resource Specialist nine weeks prior to graduation and will assist in facilitating recruitment activities. Scholar Coordinators will also assist the student in preparation for licensing and with transitioning to the hiring register.
15. The School/Department will notify the Agency of student non-compliance of the work obligation.

**AGENCY REGIONAL PROGRAM MANAGER**

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**PRACTICUM DIRECTOR**

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHOLARS COORDINATOR**

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**DIRECTOR (OR DEAN) OF SCHOOL OF SOCIAL WORK**

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## ALLOWABLE TITLE IV-E PRACTICUM ACTIVITIES

### Allowable Title IV-E Practicum Activities

The following is a list of the types of activities Scholars students can engage in with Title IV-E eligible clients and Title IV-E activities during their practicum.

- I. **Referrals**
  - a. To set up services for clients
  - b. To gather information regarding the case
  - c. Intake/screening (rotation only)
- II. **Judicial Determination**
  - a. Preparation for judicial determination
  - b. Participation in judicial determination (at meetings with AG)
  - c. Attend court (not as the acting case social worker)
  - d. Shadowing/mentoring
- III. **Placement of Children**
  - a. Preparation of paperwork for pick-up and placement of children
  - b. Contact and communication with placement person
  - c. Transport and placement of children to alternate home
- IV. **Development of Case Plans**
  - a. Preparation and participation in staffing of case
  - b. Development and request for services
  - c. Preparation of legal documents regarding case
  - d. Develop case plans with family
  - e. Development of alternative case plans
- V. **Preparation for Case Reviews**
  - a. Meet with family regarding case plan
  - b. Internal reviews
  - c. Judicial reviews
  - d. Concurrent reviews:
    - i. 90 day
    - ii. 6 month
    - iii. 12 month
    - iv. Permanency planning meeting
  - e. Preparation for case review
  - f. Participation at case review
  - g. CQI- reviews
  - h. Involuntary termination of rights- adoption review
- VI. **Case Management and Supervision**

- a. Management of services provided to clients
    - i. Case plan visit
    - ii. Documentation
  - b. Filing and organization of paperwork pertaining to case (includes data entry)
  - c. Supervision of family interaction pertaining to case
  - d. Communication with other agencies pertaining to case activity
  - e. Transportation of client related to IV-E allowable activities (transportation to medical services is a non-allowable activity)
  - f. Home visits- minimum 1x per month
  - g. Administrative functions related to IV-E
  - h. Family group decision making
- VII. Education**
- a. Training regarding all of the above activities (including 4 weeks of Academy)
  - b. Title IV-E Student Institute
  - c. PRIDE
  - d. Orientation
  - e. Shadowing (to learn procedures/protocols)
  - f. In-service trainings related to the benefit of IV-E clients
- VIII. Independent Living**
- a. IL plans
  - b. IL kids returning home
  - c. ETV applications
  - d. Ansell-Casey Assessment
- IX. Permanency/Adoption**
- a. Life story book
  - b. Family genetic counseling
  - c. Social history
  - d. Home study
  - e. ICPC Home study
- X. Foster Care Licensing**
- a. Recruitment
  - b. PRIDE
  - c. Foster parent conference
  - d. Home study
- XI. Special Projects**
- a. Special projects that benefit Title IV-E clients (including group activities)
  - b. Projects must be approved by the Scholars Advisory Board. Submissions must be submitted to Raymond Mullenax, Boise State Child Welfare Center.
- XII. Non-Allowable Activities**
- a. Social Services to the child, the child's family, or foster family, which provides counseling or therapy to ameliorate or remedy personal problems, behavior, or home conditions
  - b. Transportation to any medical appointments
  - c. Referrals to any medical appointments

**TITLE IV-E ELIGIBILITY FORMS**

**Caseload Certification for State of Idaho CFS  
Title IV-E Practicum Students**

**I. Identifying Information** (To be completed by student)

**Student's Name:** \_\_\_\_\_ **Date of Report:** \_\_\_\_\_

**Client FOCUS Person ID:** \_\_\_\_\_

.....

**II. Eligibility Criteria** (To be completed by *both* student and specialist. Student will check A, if applicable. Specialist will answer either Yes or No)

**A.**  The child is in foster care. The child is IV-E eligible?  Yes  No

**III. Eligibility Determination** (To be completed by Specialist. The child is eligible if Yes has been selected in IIA)

**IV-E Eligible. The practicum student may include the above child in his/her caseload.** Unless superseded by a more current determination, this approval is valid for up to 6 months. It cannot be extended beyond 6 months without further review.

**NOT IV-E Eligible. The practicum student may NOT include the above child in his/her caseload.** Unless superseded by a more current positive IV-E eligibility determination, this denial is final.

.....

**Federal Funding Specialist Name (Printed):** \_\_\_\_\_

**Federal Funding Specialist Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Distribution: 1) Original to Faculty Field Coordinator 2) Copy to client file

## SOCIAL WORK LICENSURE PROCESS

Application is available on the Bureau's website [www.ibol.idaho.gov](http://www.ibol.idaho.gov) . Complete application with application fee of \$50.00. Mark what level you are applying for.

### ADDRESS

1. Mailing address is the address that your license and other information is sent to and is not given to the public.
2. Public address shows on your license cards and is given out when requested to the public and is listed on the Bureau of Occupational Licenses website with license verification.

### DEGREE

If you are applying prior to graduation have the Addendum 1 on bottom of page 2 of licensing application completed by university registrar.

After degree is posted it is the responsibility of the applicant to have the university send official transcript in a sealed envelope to the Bureau of Occupational Licensing.

Any convictions involving a felony or moral turpitude requires the applicant to submit police reports, court documents, etc.

### REFERENCES

Must list 3 references one of which must be licensed in the mental health profession. Students can also use faculty advisor and field supervisor.

### AFFIDAVIT

Page 2 of licensing application requires a notarized signature.

Application must be reviewed by the Board of Social Work before applicant can take the exam. After approved the Bureau sends approval to the Association of Social Work Boards (ASWB) and approval letter to applicant with instructions to contact ASWB and pay for the exam. Exam fee is \$175.00. The ASWB will send information to applicant after they receive the exam fee. After exam is taken it takes about two weeks for the official score to be sent to the Bureau. When official score is received and official transcript with social work degree then license is issued.

### RENEWAL

Social work license will expire on the licensee's birthday. A renewal form is sent out about six weeks prior to renewal. The first renewal does not require continuing education. The second renewal requires 20 hours continuing education that includes one hour of ethics.

## **STUDY GUIDE**

Students can order an exam study guide from ASWB at [www.aswb.org](http://www.aswb.org) .

A passing exam score is 70% or better. If applicant fails exam it can be retaken by paying the \$175.00 each time. ASWB has a 90 day waiting period when exam is failed. Students can expedite retaking the exam if they have a potential job opportunity. This requires a reference from a current or potential supervisor. Contact IBOL for steps on how to complete this process. There is no limit on the number of times a student can retake the exam; however, only two requests for expedition are granted.

If a student is unable to obtain their licensure, by either not taking the exam or not being unable to pass the exam upon 90 days of graduation, the student will then be considered in default of their contractual employment obligations and will be referred to the IDHW Title IV-E contract monitor for stipend repayment.

Contact Marilyn London at 208-334-3233 or [mlondon@ibol.idaho.gov](mailto:mlondon@ibol.idaho.gov) if you have any questions.

## GETTING ON THE REGISTER

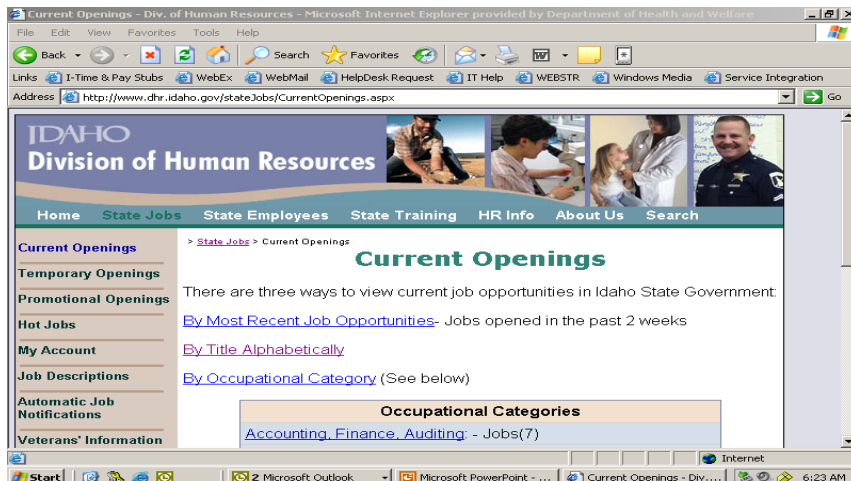
Step 1: Go to <http://www.dhr.idaho.gov/> \*Click State Jobs



Step 2: Click Current Openings



Step 3: Click By Title Alphabetically



## Step 4: Click Social Worker (Clinician)

Job Title	Location	Agency	Recruitment Status	Job ID
<a href="#">Self-Reliance Specialist, Principal</a>	Caldwell	Health and Welfare	3/24/2006 notice	07008017934
<a href="#">Senior Grant Accountant</a>	Boise	Boise State University	Open until further notice	NONCLS027564
<a href="#">Social Worker</a>	Statewide	Health and Welfare, Idaho Department of Juvenile Corrections, Division of Veterans Services	Open until further notice	09423091344
<a href="#">Speech and Language Pathologist</a>	Idaho Falls	Health and Welfare	Open until further notice	07720071013
<a href="#">Speech and Language Pathologist, ISSH</a>	Nampa	Health and Welfare	Open until further notice	07712087540
<a href="#">Statewide F014</a>		Department of		

## Step 5: Click Apply Online

**IDAHO**  
Division of Human Resources

Home State Jobs State Employees State Training HR Info About Us Search

**Current Openings**  
Interested in being notified by email next time the state of Idaho recruits under this classification? Subscribe to this job classification by using our [automatic job notification system](#). We will then e-mail you alerts anytime the state recruits for the specified job.

**Temporary Openings**

**Promotional Openings**  
Have a friend or colleague that might be interested in this job? Use our [email a friend](#) feature to notify them.

**Hot Jobs**

**My Account**

**Job Descriptions**

**Automatic Job Notifications**

**Veterans' Information**

**Forms**

**FAQs**

---

**Social Worker**  
Health and Welfare

**Open for Recruitment:** July 5, 2007 - Open until further notice  
**Announcement #** 09423028595  
**Salary Range:** \$15.57 - \$25.96 per hour [Plus Competitive Benefits!](#)

**Location(s):** Statewide

This recruitment will be used to fill current and future vacancies for the Department of Health and Welfare. These vacancies occur in various locations throughout the State.

## Step 6: Sign Up or Sign In

**Apply Online**

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

[Instructions on how to start!](#) (Requires Adobe Acrobat to open.)

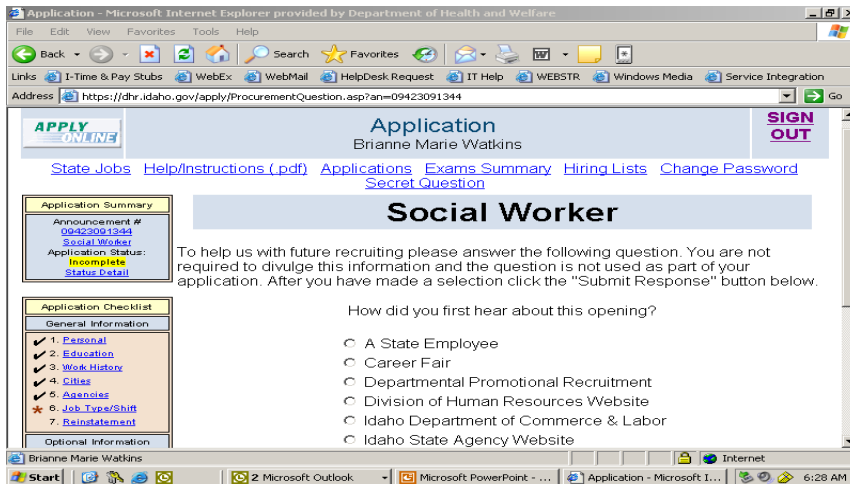
**Attention Veterans:**  
If you served on active duty (other than for training) on or after September 11, 2001 you may be eligible for Veterans' Preference. Please refer to the Veterans' Preference Form in your application for new changes.

**1st Time Users**

[Click here](#) for an overview of the Idaho State Government job application process.

**Return Applicants**

## Step 7: Fill out the Application



### Application Checklist – *Required Info*

- Section 1** – Personal
- Section 2** – Education
- Section 3** – Work History
- Section 4** – Cities- see step 8
- Section 5** – Agencies
- Section 6** – Job Type Shift

### Application Checklist – *Optional Info*

- Section 7** – Reinstatement
- Section 8** – Resume
- Section 9** – Skills
- Section 10** – Veteran's Preference
- Section 11** – Qualifications and Examinations

### Tips for Application Process

- Keep 'My Account' contact info current
- Read the job announcement carefully
- Submit a complete application
- Complete the entire exam
- Social Workers – Must have license number, expiration date, and resume

## Step 8: Cities – Required to Select **THREE REGIONS**

**Application Checklist**

**General Information**

- 1 Personal
- 2 Education
- 3 Work History
- 4 Cities
- 5 Advances
- 6 Job Type/Shift
- 7 Reinstatement

**Optional Information**

- 8 Resume
- 9 Skills
- 10 Veterans Preference

**Qualifications & Exams**

- 10 Social Worker (requires Idaho State License)

Please note that a \* indicates required information in your application checklist. You must complete all sections of your application marked with a \* in order to complete your job application.

**Statewide - All of Idaho**

Statewide - All of Idaho

**Region #1 - North Idaho**

- Athol
- Bonners Ferry
- Calder
- Cataldo
- Clark Fork
- Coeur d'Alene
- Coolin
- Harrison
- Hayden
- Kellogg
- Kingston
- Osburn
- Pinehurst
- Plummer
- Post Falls
- Priest River
- Sandpoint
- Santa
- Spirit Lake
- St. Maries
- Wallace
- Worley

**Region #2 - North Central Idaho**

- Ahsahka
- Bovill
- Cottonwood
- Craigmont
- Deary
- Fleming
- Grangeville
- Kamiah
- Kendrick
- Kooskia
- Lewiston
- Lucile
- Moscow
- Orofino
- Pottlatch
- Powell
- Reeds Bar
- Riggins
- Weippe
- Winchester

**Region #3 - Southwest Idaho**

- Banks
- Boise
- Bruneau
- Caldwell
- Cambridge
- Cascade
- Council
- Eagle
- Emmett
- Glens Ferry
- Grand View
- Hammett
- Homedale
- Idaho City
- Lowman
- Marsing
- McCall
- Meridian
- Mountain Home
- Nampa
- New Meadows
- New Plymouth
- Payette
- Riddle
- Weiser
- Yellow Pine

**Region #4 - South Central Idaho**

- Almo
- Bellevue
- Bliss
- Buhl
- Burley
- Carey
- Cotterel
- Fairfield
- Filer
- Gooding

## Tips for Employment with DHW

- **Get licensed as soon as possible...**start the process early with Idaho Bureau of Occupational Licensing.
- **Stay in contact with hiring manager and local Human Resource Specialist**
- **Keep a current application with DHR** – Scores do expire
- **Check website frequently**
  - Other positions of interest
  - Sign up for automatic job notification
- **Duration of scores**
  - Social Worker application scores are good for 180 days
  - Different classes have different duration for scores

**REGISTER CONFIRMATION DOCUMENT**



**Social Worker (requires Idaho SW License)**

[SIGN OUT](#)

Applicant # and Applicant Name

[Applications](#)  
 [Exams Summary](#)  
 [Hiring Lists](#)  
 [Services Rendered](#)  
 [Temporary Password](#)  
 [Applicant Summary](#)

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<b>Application Summary</b>
Announcement # 09423028595 <a href="#">Social Worker</a> Application Status: <span style="color: yellow;">Complete</span> <a href="#">Status Detail</a>

**All Scores for Exam: Social Worker (requires Idaho SW License)**

This is a summary of the number of times you have taken this exam.

You may click on Review Exam next to any completed exams to review your answers. You cannot change answers or resubmit them to re-test. If retakes of this exam are possible AND you want to re-test click on the 'Click to retake exam' link.

<b>Application Checklist</b>
<b>General Information</b>
<ul style="list-style-type: none"> <li>✓ 1. <a href="#">Personal</a></li> <li>✓ 2. <a href="#">Education</a></li> <li>✓ 3. <a href="#">Work History</a></li> <li>✓ 4. <a href="#">Cities</a></li> <li>✓ 5. <a href="#">Agencies</a></li> <li>✓ 6. <a href="#">Job Type/Shift</a></li> <li>✓ 7. <a href="#">Reinstatement</a></li> </ul>
<b>Optional Information</b>
8. <a href="#">Resume</a> 9. <a href="#">Skills</a> 10. <a href="#">Veterans' Preference</a> <a href="#">Archived Vet Form</a>
<b>Qualifications &amp; Exams</b>
✓ 11. <a href="#">Social Worker (requires Idaho SW License)</a>

**REVIEW OF EXAM SCORES:** If you have questions or wish to have your score reviewed, please write a letter or send an e-mail using the agency contact information listed on the recruitment announcement.

**Exam Title: Social Worker (requires Idaho SW License)**

**Exam Instructions:**  
 Item 1: A current license to practice Social Work in Idaho is required to qualify for this position.

Items 2-7: Specialty Areas and Employment Preferences. These identify a candidate's area(s) of work experience and/or employment interest and may be used to create hiring lists that best match employer needs.

Item 8: please add a resume to the space provided. This information may be used by the authority to assist in their hiring decision.

NOTE: All experience must be post-Bachelor's degree. You may be asked to provide a copy of your transcripts at a hiring interview.

**Note: All narrative responses (including resumes) to questions on this examination are limited to a maximum of 10,000 characters.**

Minimum Passing Score:	100
Number of Questions:	8
Retake Allowed	<a href="#">Click to retake exam</a>

<b>State Employee</b>
<b>Create Application</b>
Announcement no.
<b>Create Application</b>

Review Exam

Refuse LTR Status
Class No.
<input type="text"/>

Announcement #	Date Scored	Score Expires	Score	Status	Command	View Log
09423028595	Tuesday, January 15, 2008	7/13/2008	100	Complete	<input type="button" value="View Exam"/>	<a href="#">418630</a>

	<h2>Applications Sent</h2>	<a href="#">SIGN OUT</a>
Applicant # and Applicant Name		

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[Applicant Summary](#)

**Agency Menu**

**Application Summary**

**Announcement #**  
 09423028595  
 Social Worker  
**Application Status:**  
Complete  
[Status Detail](#)

**Application Checklist**

**General Information**

- [1. Personal](#)
- [2. Education](#)
- [3. Work History](#)
- [4. Cities](#)
- [5. Agencies](#)
- [6. Job Type/Shift](#)
- [7. Reinstatement](#)

**Optional Information**

[8. Resume](#)  
[9. Skills](#)  
[10. Veterans' Preference](#)  
[Archived Vet Form](#)

**Qualifications & Exams**

[11. Social Worker \(requires Idaho SW License\)](#)

**State Employee**

**Create Application**

**If your name has been certified to a hiring list for possible consideration, you will see it listed below. Having your name certified to a hiring list is not a guarantee that you will be contacted for an interview, it simply means you are one of the applicants being considered.**

**Hiring List Filter**

Applications Sent				
Position	Agency	City	Date Created	Hiring Status
Social Worker	Health and Welfare	Caldwell	4/8/2008	Reviewing Applications
Social Worker	Health and Welfare	Boise	4/1/2008	Reviewing Applications
Social Worker	Health and Welfare	Pocatello	1/23/2008	Canceled
Social Worker	Health and Welfare	Pocatello	2/13/2008	Reviewing Applications
Social Worker	Health and Welfare	Twin Falls	3/11/2008	Reviewing Applications
Social Worker	Health and Welfare	Idaho Falls	2/8/2008	Selection Complete
Social Worker	Health and Welfare	Salmon	3/7/2008	Reviewing Applications
Social Worker	Health and Welfare	Jerome	1/23/2008	Selection Complete
Social Worker	Health and Welfare	Coeur d	1/28/2008	Selection Complete

**DEFERRAL FORM**

Idaho Child Welfare Partnership	
<i>Child Welfare Scholars Program</i>	
<b>Contractual Work Obligation Deferral Request Form</b>	
I, _____ am requesting a deferral of my contractual obligation to seek employment with Idaho Child & Family Services upon Graduation from my BSW/MSW Program at:	
<input type="checkbox"/> Idaho State University <input type="checkbox"/> Boise State University <input type="checkbox"/> Northwest Nazarene University <input type="checkbox"/> Eastern Washington University <input type="checkbox"/> Lewis-Clark State College	
I am requesting deferral for the following reason:	
<input type="checkbox"/>	Acceptance into a participating MSW program with application for MSW-level Idaho Child Welfare Scholar's stipend
<input type="checkbox"/>	Military deployment
<input type="checkbox"/>	Family or health related emergency
<input type="checkbox"/>	Other extenuating circumstances
	If other extenuating circumstances, please explain and include your timeline for resolution:
	(*) Field is required
*Full Name	
*Street Address	
*City, State ZIP	
*Home Phone	
Cell Phone	
E-mail	

I understand that my request will be forwarded to the FACS Contract Monitor for action, that deferral requests will be processed within 30 days of receipt by the FACS Contract Monitor, and, that the decision regarding deferral approval, provisional approval or denial will be made by IDHW and that determination is final.

I also understand that I am required to be on the IDHW hiring register within 30 days following the deferral.

Date	
Name	
Signature	
Date	
Scholar Coordinator	
Signature	
Date	
DHW Program Manager/ Contract Manager	
Signature	

Program Manager Comments:

## GRADUATION LETTER

Date

Student Name

Address

RE: Graduation and Stipend Contract Obligation

Dear \_\_\_\_\_,

We would like to congratulate you on your graduation with your (BSW / MSW) degree.

As you know, being a recipient of an Idaho Child Welfare stipend, you agreed to an employment obligation with the Idaho Department of Health & Welfare, Child and Family Services.

According to our records:

- 1) The amount of stipend funds you received were: \$ \_\_\_\_\_ .
- 2) Your post-graduate employment obligation is \_\_\_ months.

If you have not already done so, please submit a copy of the following to:

Insert Scholars Coordinator Information here

within 30 calendar days of your graduation date:

- A copy of your Idaho Social Work License.
- A copy of your application for state employment and verification from the Department of Human Resources of your placement on the register for each position you have applied for (requirement of two regions minimum).
- Documentation of your contact with the IDHW Human Resources Specialist in each Region in which you are applying for state employment.

If you already have been hired by Idaho Child & Family Services, please submit documentation of your position title and date of hire. A letter or email from your supervisor or program manager will suffice.

According to your stipend contract, you agreed to actively seek, and accept, CFS employment for a period of sixty (60) days, which commence upon your placement on the DHR employment register. If you accept CFS employment during this time period, please submit documentation of your position title and date of hire. If you do not obtain employment during this period, please inform our office as soon as possible.

Again, we congratulate you on your achievements and wish you the best of luck on your employment search.

Sincerely,

Child Welfare Scholars Coordinator

C: Mardell Nelson, IDHW - FACS

## 30 DAY REMINDER LETTER

Date

RE: Documentation and Stipend Reimbursement

Dear \_\_\_\_\_,

On (insert date of Graduation letter), we requested that you submit the following documentation:

- A copy of your Idaho Social Work License.
- A copy of your application for state employment and verification from the Department of Human Resources of your placement on the register for each position you have applied for.
- Documentation of your contact with the IDHW Human Resources Specialist in each Region in which you are applying for state employment.

We have not received the requested information.

Please contact me within 14 days of the date on this letter with the following::

- Status of your licensure application.
- Status of your application for state employment and placement on register.

If you fail to respond, you will be referred to IDHW for reimbursement of your stipend funds.

Sincerely,

Child Welfare Scholars Coordinator

**90 DAY NON-COMPLIANCE LETTER**

Date

RE: Referral for reimbursement of stipend funds

Dear \_\_\_\_\_,

As we have no record documenting your efforts to comply with the post-graduation employment commitment in your Idaho Child Welfare Stipend Contract, you have been referred to IDHW for reimbursement of the stipend funds you received.

The amount of stipend funds you are responsible to reimburse is: \_\_\_\_\_.

According to your stipend contract, the guidelines for reimbursement are:

4. The Participant is required to reimburse the total amount of stipend funds received, or, if applicable, the pro-rated amount determined by the Department.
5. A lump sum payment equivalent to 25% of the total obligation will be due within thirty days of Department notification of stipend reimbursement.
6. Minimum payments of \$100 per month will be established for payment of the balance due.

To make arrangements for reimbursement of stipend funds, contact:

Mardell Nelson  
IDHW / FACS – 5<sup>th</sup> Floor  
PO Box 83720  
Boise ID 83720

(208) 334-5688

Sincerely,

Child Welfare Scholars Coordinator

## CHILD WELFARE RESOURCE PAGE

Association of Social Work Boards	<a href="http://www.aswb.org">www.aswb.org</a>
Boise State University	<a href="http://www.bsu.edu">www.bsu.edu</a>
BSU Child Welfare Center	<a href="http://www.boisestate.edu/socwork/cwc">www.boisestate.edu/socwork/cwc</a>
Casey Family Programs	<a href="http://www.casey.org">www.casey.org</a>
Child Welfare League of America	<a href="http://www.cwla.org">www.cwla.org</a>
Eastern Washington University	<a href="http://www.ewu.edu">www.ewu.edu</a>
Idaho Association of Social Workers	<a href="http://www.naswidaho.org">www.naswidaho.org</a>
Idaho Bureau of Occupational Licenses	<a href="http://www.ibol.idaho.gov">www.ibol.idaho.gov</a>
Idaho Child Welfare Research Training Center	<a href="http://www.icwrtc.org">www.icwrtc.org</a>
Idaho Child Welfare Partnership	<a href="http://www.icwpartnership.org">www.icwpartnership.org</a>
Idaho Department of Health & Welfare	<a href="http://www.state.id.us/dhw">www.state.id.us/dhw</a>
Idaho Division of Human Resources	<a href="http://dhr.idaho.gov">http://dhr.idaho.gov</a>
Idaho State University	<a href="http://www.isu.edu">www.isu.edu</a>
Lewis Clark State College	<a href="http://www.lcsc.edu">www.lcsc.edu</a>
National Association of Social Workers	<a href="http://www.socialworks.org">www.socialworks.org</a>
Northwest Nazarene University	<a href="http://www.nnu.edu">www.nnu.edu</a>