

**UNIVERSITY of WISCONSIN**  
**GREEN BAY**

UW – Green Bay Social Work Professional Program

**CONTRACT**  
**For**  
**Bachelor of Social Work (BSW) Child Welfare Education Program**

This contract is executed by and between \_\_\_\_\_, hereinafter referred to as the Participant, and the Social Work Professional Program, hereinafter referred to as the Program, for the provision of a Child Welfare Education Program Stipend. This contract takes effect as of **May 1, 2021**. This Contract is contingent upon the continuation of federal and state funding.

**The Program agrees to provide the Participant with the following:**

1. A stipend equivalent to the cost of 2021-22 undergraduate, in-state tuition and segregated fees, for Fall and Spring Semesters.
2. Information about qualified employment opportunities in Wisconsin public and tribal child welfare agencies.

**The Participant agrees to the following terms and commitments:**

1. Admission to the BSW Program. Maintain enrollment in the BSW program and successfully move toward completion of the BSW degree;
2. Enrollment in child welfare emphasis courses, with a final grade of “C” or better in each course.
3. Successful completion of field practicum in public or tribal child welfare agency, as defined by a grade of “B” or higher in the practicum course;
4. Remain in good academic standing. Meet all BSW Program Academic and Non-Academic Retention Standards.
5. Attend and participate in program meetings arranged by the Child Welfare Coordinator;
6. Complete Wisconsin Child Welfare Professional Development System online “Pre-Service Training” in conjunction with field placement, within first six weeks of the Fall semester;
7. Read, understand and comply with all Child Welfare Education Program Guidelines [Attachment A];
8. Upon graduation, submit documentation of availability for qualified employment [Attachment B];
9. For one year after graduation, submit documentation of search for qualified employment [Attachment C];

10. Upon graduation, to search for, apply to, and accept, within 12 months from the date of graduation, qualified employment in a Wisconsin public or tribal child welfare agency within Wisconsin. [Attachment A: CWEP Program Guidelines];
11. Remain employed in a child welfare position for one year (12 months) for each year stipend funds are received;
12. Remain in good standing with an employer during the repayment period;
13. Reimburse the full amount of stipend funds received within 90 days if determined to be in default, as defined in the Program Guidelines, and;
14. Complete employment obligations or reimburse stipend funds received in no more than three (3) years from the date of graduation;
15. Provide the Child Welfare Coordinator with current contact and employment information for a three-year period after graduation.

**The Contract will be considered to be completed when one of the following conditions is met:**

- The participant fulfills their post-graduation employment commitment in a qualified public or tribal child welfare agency, or;
- The participant reimburses the full amount of stipend funds received, or;
- The participant is granted an exemption of their post-graduation employment commitment.

Participants will receive written notice when they have fulfilled the requirements of their contract.

Signature by the Participant confirms that they have been provided a copy of the CWEP Program Guidelines [Attachment A] and forms [Attachments B, C, D, E, and F].

\_\_\_\_\_  
BSW Student Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child Welfare Coordinator  
UW – Green Bay Social Work Professional Programs

\_\_\_\_\_  
Date

Attachments:

- A: CWEP Program Guidelines
- B: Initial Graduate Report
- C: Employment Search Report
- D: Self-Referral for Stipend Reimbursement
- E. Request for Deferral / Exemption of Employment Obligation

**UNIVERSITY of WISCONSIN**  
**GREEN BAY**

**Attachment A**

**PROGRAM GUIDELINES**  
**For**  
**Bachelor of Social Work (BSW)**  
**Child Welfare Education Program**

The Child Welfare Education Program (CWEP) is a partnership between the Wisconsin Department of Children and Families and the UW-Green Bay BSW Program. CWEP operates with federal funds made available through Title IV-E of the Social Security Act, which provides training stipends for BSW students who are committed to a career in public child welfare. The stipend is a monetary award, paid at the beginning of each semester (fall & spring), which is equivalent to the cost of in-state, full-time tuition and segregated fees.

The Child Welfare Education Program's primary goal is to prepare baccalaureate-level social work students for employment in regional and tribal agencies that provide child welfare services. Toward this end, the Program combines specialized child welfare coursework with a supervised field practicum in a public or tribal child welfare agency in NE Wisconsin. Program participation requires a commitment by the student to work in a public or tribal child welfare agency upon graduation.

Eligibility

BSW juniors who envision a career in public or tribal child welfare in the State of Wisconsin are eligible to participate.

Program requirements

Applicants must meet and / or agree to these general requirements:

- Admission to the BSW Program. Maintain enrollment in the BSW program and successfully move toward completion of the BSW degree;
- Enrollment in child welfare emphasis courses, with a final grade of "C" or better in each course.
- Successful completion of field practicum in public or tribal child welfare agency, as defined by a grade of "B" or higher in the practicum course;
- Meet all BSW Program Academic and Non-Academic Retention Standards.
- Attend a CWEP Orientation, which will cover the program guidelines and expectations, as well as any other subsequent meetings scheduled by the Child Welfare Coordinator.
- Complete the Wisconsin Child Welfare Professional Development System online Pre-Service training in conjunction with the field placement (see below);
- Assure that employment schedules and demands do not interfere with course and field work.

- Commitment to work full-time for one year (12 months) in a Wisconsin public or tribal child welfare agency upon graduation.
- Completion of employment obligation, in no more than three (3) years from the date of graduation, or provide monetary reimbursement of stipend funds.

Failure to adhere to the Program Requirements noted above will result in termination from the Child Welfare Education Program.

### Application

Application materials and the program guidelines are posted on the UW-Green Bay Social Work Program website: <https://www.uwgb.edu/social-work/bsw-program/stipends-scholarships/>. The application is completed electronically, online. The application deadline is posted on the aforementioned website.

### Selection and distribution of stipend awards

The Child Welfare Coordinator will conduct an initial screening of all applications to ensure that the student's practice and employment interests are congruent with the program goals.

Applications will be reviewed and approved by the Child Welfare Education Program Committee, according to criteria established by the Committee. Stipend awards are issued to the most qualified applicants.

Stipends are awarded for one academic year (which consists of fall semester and spring semester of the senior year).

### WCWPDS Pre-service training

All BSW students who receive the Title IV-E Child Welfare stipend will complete the web-based Child Welfare Worker Pre-Service Training, offered by the Wisconsin Child Welfare Professional Development System (WCWPDS), within the first six (6) weeks of their field placement.

### Field education

Participants must complete their senior-year field placement in a Wisconsin public or tribal child welfare agency. Approved Field agencies include, but are not limited to, the following:

- Brown County Human Services Department
- Calumet County Department of Human Services
- Door County Department of Human Services
- Kewaunee County Department of Human Services
- Manitowoc County Human Services Department
- Marathon County Department of Social Services
- Marinette County Department of Health and Human Services
- Menominee County Department of Health and Human Services
- Oconto County Department of Health and Human Services

- Oneida Tribal Social Services
- Outagamie County Department of Health and Human Services
- Shawano County Health and Human Services Department
- Waupaca County Department of Health & Human Services

### Contracts

A current contract signed by the student and the Child Welfare Coordinator must be on file prior to disbursement of any stipend funds. Contracts are in effect until the CWEP participant's obligations are fulfilled or stipend funds are reimbursed in full. The availability of stipend funds is contingent upon continued federal and state funding.

Any additional contractual stipend or grant award requiring a post-graduation employment commitment is to be considered separate from the requirements for this program.

The Contract is considered fulfilled when one of the following conditions are met:

- The participant fulfills their post-graduation employment commitment in a qualified public or tribal child welfare agency, or;
- The participant reimburses the full amount of stipend funds received, or;
- The participant is granted an exemption of their post-graduation employment commitment.

Participants will receive written notice when they have fulfilled the requirements of their contract.

### Stipend payments

Stipend payments are disbursed to student accounts by the UW-Green Bay Bursar, at the beginning of fall and spring semesters.

### Post-graduation employment commitment

Prior to graduation, students receive notice of the length of time they must work in a qualified Wisconsin public or tribal child welfare agency. The length of the employment commitment is calculated at one year (12 months) employment for each (academic) year which the student receives a stipend.

Qualified employment (as defined below) within the state of Wisconsin will meet this requirement.

Graduates must apply for and accept qualified employment within the 26 NE Wisconsin counties, or *may* choose a location outside of the region if approved by the Child Welfare Coordinator. A map of this region is on the last page of this document. If qualified employment is secured prior to graduation, the maximum time that can count toward the post-graduation employment commitment is thirty (30) days.

### Qualified child welfare employment

The general, public and tribal child welfare roles that meet program guidelines for post-graduation employment include:

- Child protective services (initial assessment)
- Case management (ongoing protective services, foster care, etc.)
- Family preservation / reunification services
- Child placement services (foster, kinship and group care)
- Independent living services
- Permanency planning
- Adoption services
- Foster home recruitment / licensing
- Youth justice (juvenile justice)

### Post-graduation employment search & reporting

Stipend recipients are responsible for engaging in a comprehensive job search. On occasion, the social work program receives relevant job postings; such postings will be available at: <https://www.uwgb.edu/social-work/job-opportunities/>. Graduates must document their job search activities and report these to the Child Welfare Coordinator each quarter for at least one year after graduation. Supplementary materials, such as copies of employment announcements and applications, letters documenting the outcome of employment applications, and verification of employment may be required at the discretion of the Child Welfare Coordinator.

Graduates must accept offers for qualified employment, notify the Child Welfare Coordinator, and remain employed for one year of full-time employment for each year of stipend funds received. Participants will agree to sign a release-of-information form authorizing the Child Welfare Coordinator to verify qualified employment.

Federal guidelines governing child welfare traineeships (SEC. 429 [42 U.S.C. 628a]) obligates the Social Work Professional Programs to “track the employment record of the recipient, for the purpose of determining the percentage of recipients who secure employment in the field of child welfare services and remain employed in the field” for a 3-year period that begins on the date the recipient completes their program of study. By signing the Contract, CWEP participants agree to provide current contact information to the Child Welfare Coordinator for three (3) years after graduation in order to fulfill this federal requirement.

### Default

Non-compliance with all program requirements places participants in default, which requires them to reimburse the BSW Program the full amount of stipend funds received within 90 days of notice of default. Participants are in default when one of the following conditions exists:

- Withdrawal from the CWEP Program at any time.
- Basic program requirements as outlined in this document as determined by the Child Welfare Coordinator.
- Participant does not graduate from the BSW Program.

- Participant does not document search for qualified employment for one year after graduation.
- Participant does not maintain contact with and respond to requests for information from Child Welfare Coordinator during the contract period.
- Participant does not accept offers of qualified employment
- Voluntary or involuntary termination (based upon a personnel action, not layoff) of qualified employment during the employment commitment period.
- Participant does not complete employment obligations or reimburse stipend funds received after a three (3) year period from the date of graduation.

Participants will receive written notice when they are in default of their Contract. An invoice for the full amount of stipend funds received will be issued.

#### Reimbursement of stipend funds

Participants who withdraw from CWEP or the BSW Program must immediately notify the Child Welfare Coordinator of the circumstances of their withdrawal and their plan for reimbursement of stipend funds. All stipend funds must be reimbursed within 90 (ninety) days of the date of withdrawal from either program.

CWEP participants who are in default of their Contract, and who do not arrange for and / or follow through with reimbursement of stipend funds, will be referred for financial collection. Participants are responsible for the balance due to UW-Green Bay in addition to any collection agency or legal fees.

#### Deferral / Exemption of employment and reimbursement obligation

Participants who are in their BSW Field Practicum placement and feel they are no longer suited for child welfare work, may opt to discontinue receiving stipend funds for the duration of their enrollment in the BSW Program. Participants must elect to discontinue their involvement in the Child Welfare Education Program after the first (1<sup>st</sup>) semester of their Field Practicum placement. Discontinuance will result in the requirement of reimbursement of all stipend funds awarded up to the point of discontinuance paid in full within ninety (90) days after graduation or withdrawal/discontinuation from the BSW Program. Discontinuance from the CWEP does not include nor confirm a change in the Field Practicum placement, but solely provides an end to the disbursement of stipend funds and requirements of the Participant from further CWEP requirements and reporting.

Participants who are in their BSW Program and apply and are accepted to the UW-Green Bay MSW Program, declare an emphasis in child welfare, and apply for the Title IV-E Child Welfare Stipend at the advanced level (separate application required), may request a deferral of their employment and reimbursement obligation. Participants who are awarded the Title IV-E Child Welfare Stipend in the MSW Advanced year, will adhere to the MSW CWEAP Guidelines and will be responsible for post-graduation employment payback of two (2) consecutive years of employment in a public or tribal child welfare agency. Participants not awarded a Title IV-E Child Welfare Stipend at the advanced level, but declare a child welfare emphasis, will be provided a deferral until graduation or withdrawal/discontinuation from the UW-Green Bay MSW Program.

Participants who are unable to complete their post-graduation employment commitment due to military deployment, health or family-related emergencies or conditions (including employee approved FMLA), or other extenuating circumstance may request a deferral or exemption of their post-graduation employment commitment.

Participants who document active search, as defined above, for qualified employment for a minimum of twelve (12) months after graduation, and have not secured such employment, may request an exemption (cancellation) of their post – graduation employment commitment.

In either of these situations, the participant must initiate a written request to the Child Welfare Coordinator which includes supporting documentation. The Child Welfare Coordinator may defer or exempt the recipient from their post-graduation employment commitment.

Child welfare program staff

For further information, materials, or questions about the BSW Child Welfare Education Program, please contact:

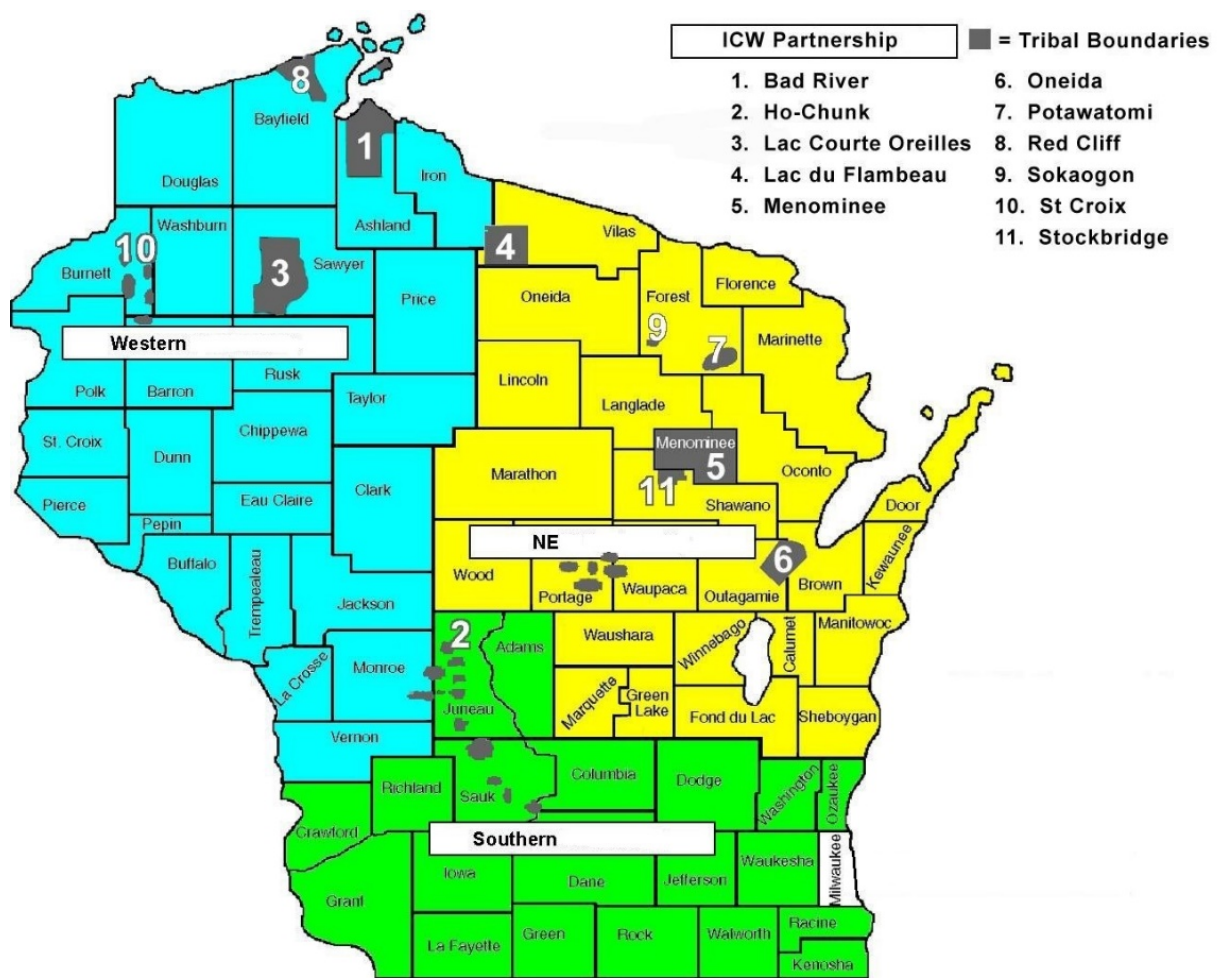
Heather Lawrence, MSW, APSW  
Child Welfare Coordinator  
UW – Green Bay  
2420 Nicolet Dr., RH-310  
Green Bay, WI 54311-7001  
[lawrench@uwgb.edu](mailto:lawrench@uwgb.edu)  
(920) 465-2346

The Child Welfare Coordinator is authorized to make decisions regarding the day-to-day operations of the Child Welfare Education Program. All questions and concerns regarding the Program should be discussed with the Coordinator. If, in the judgment of the Child Welfare Coordinator, participants fail to comply with the program requirements contained in this document, all outstanding stipend payments will be suspended and participants will receive notice of default.

If participants have a concern regarding a decision made by the Child Welfare Coordinator, they should contact the Child Welfare Education Program Principle Investigator:

Jolanda Sallmann, PhD, Principle Investigator  
Social Work Professional Programs  
University of Wisconsin-Green Bay  
2420 Nicolet Dr., RH – 310  
Green Bay, WI 54311  
[sallmanj@uwgb.edu](mailto:sallmanj@uwgb.edu)  
(920) 465-2029





#### NE Region County Agencies:

Brown, Calumet, Door, Florence, Fond du Lac, Forest, Green Lake, Kewaunee, Langlade, Lincoln, Manitowoc, Marathon, Marinette, Marquette, Menominee, Oconto, Oneida, Outagamie, Portage, Shawano, Sheboygan, Vilas, Waupaca, Waushara, Winnebago, Wood

# UNIVERSITY of WISCONSIN GREEN BAY

## Initial Graduate Report - Attachment B UW-Green Bay Child Welfare Education Program Bachelor of Social Work (BSW)

**Note:** This is to be submitted **ONLINE** the month before graduation. Link to the form is available [here](#).

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Please provide your updated contact information:

Name \_\_\_\_\_

Mailing Street Address \_\_\_\_\_

Apartment Number \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Postal code \_\_\_\_\_

Personal Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

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Qualified Employment: If you are **currently employed** by a Wisconsin public or tribal child welfare agency, please report this information here. *Note: Please submit a signed release of information form from your agency that authorizes the UWGB Social Work Program and Child Welfare Coordinator to verify your employment status with your supervisor (by email to: [lawrench@uwgb.edu](mailto:lawrench@uwgb.edu) or by mail to:*

*Child Welfare Coordinator, Social Work Professional Programs, Rose Hall Suite 310, 2420 Nicolet Dr., Green Bay, WI 54311-7001)*

Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Position Title \_\_\_\_\_

Full Time/Part Time/LTE \_\_\_\_\_

Date of Hire \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor Telephone Number \_\_\_\_\_

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Qualified Employment Search: If you **have not** secured qualified employment, please respond to this question. *Note: Child welfare agency employment within the State of Wisconsin qualifies. According to your contract you are obligated to search for qualified employment within northeast Wisconsin.*

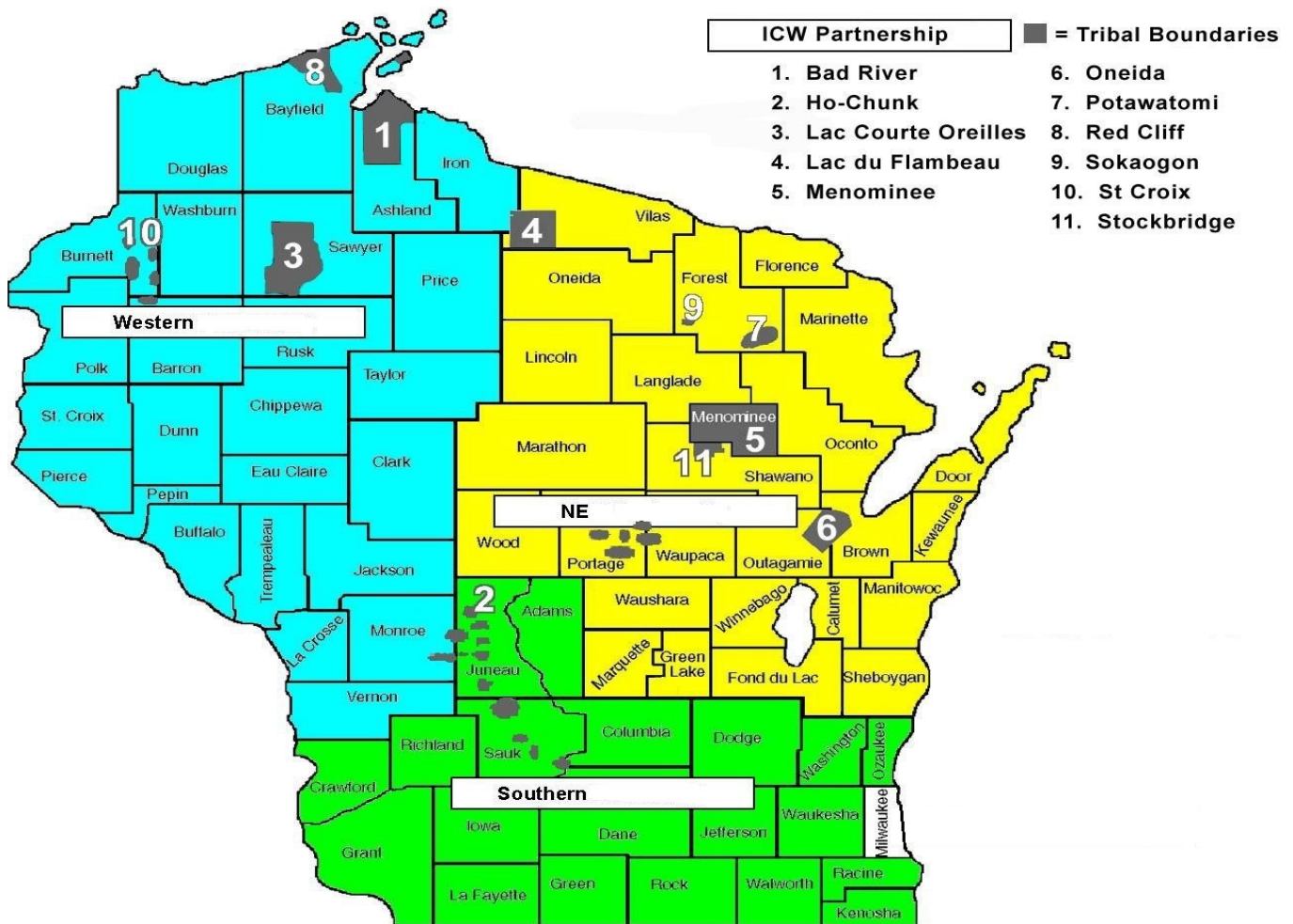
▼ I am targeting my search within the NE Wisconsin Region

-or-

I am targeting my search statewide

-or-

I have an extenuating circumstance and am waiting to apply (please contact the Child Welfare Coordinator to discuss)



# UNIVERSITY of WISCONSIN GREEN BAY

## Employment Search Report - Attachment C

Bachelor of Social Work (BSW)  
UW-Green Bay Child Welfare Education Program

Stipend recipients are responsible for engaging in a comprehensive job search by applying for **all qualifying positions** available in Northeast Wisconsin (see below for description of qualifying positions).

Graduates must document their job search activities and report these to the Child Welfare Coordinator **each quarter** for at least one year after graduation. Supplementary materials, such as copies of employment announcements and applications, letters documenting the outcome of employment applications, and verification of employment may be required at the discretion of the Child Welfare Coordinator.

Graduates must accept offers for qualified employment, notify the Child Welfare Coordinator, and remain employed for one year of full-time employment for each year of stipend funds received. Participants will agree to sign a release-of-information form authorizing the Child Welfare Coordinator to verify qualified employment.

The first Employment Search Report is due on **September 15th** (reporting period of June thru August).

Subsequent reports are to be submitted by:

**December 15th** (reporting period of September thru November)

**March 15th** (reporting period of December thru February)

**June 15th** (reporting period of March thru May)

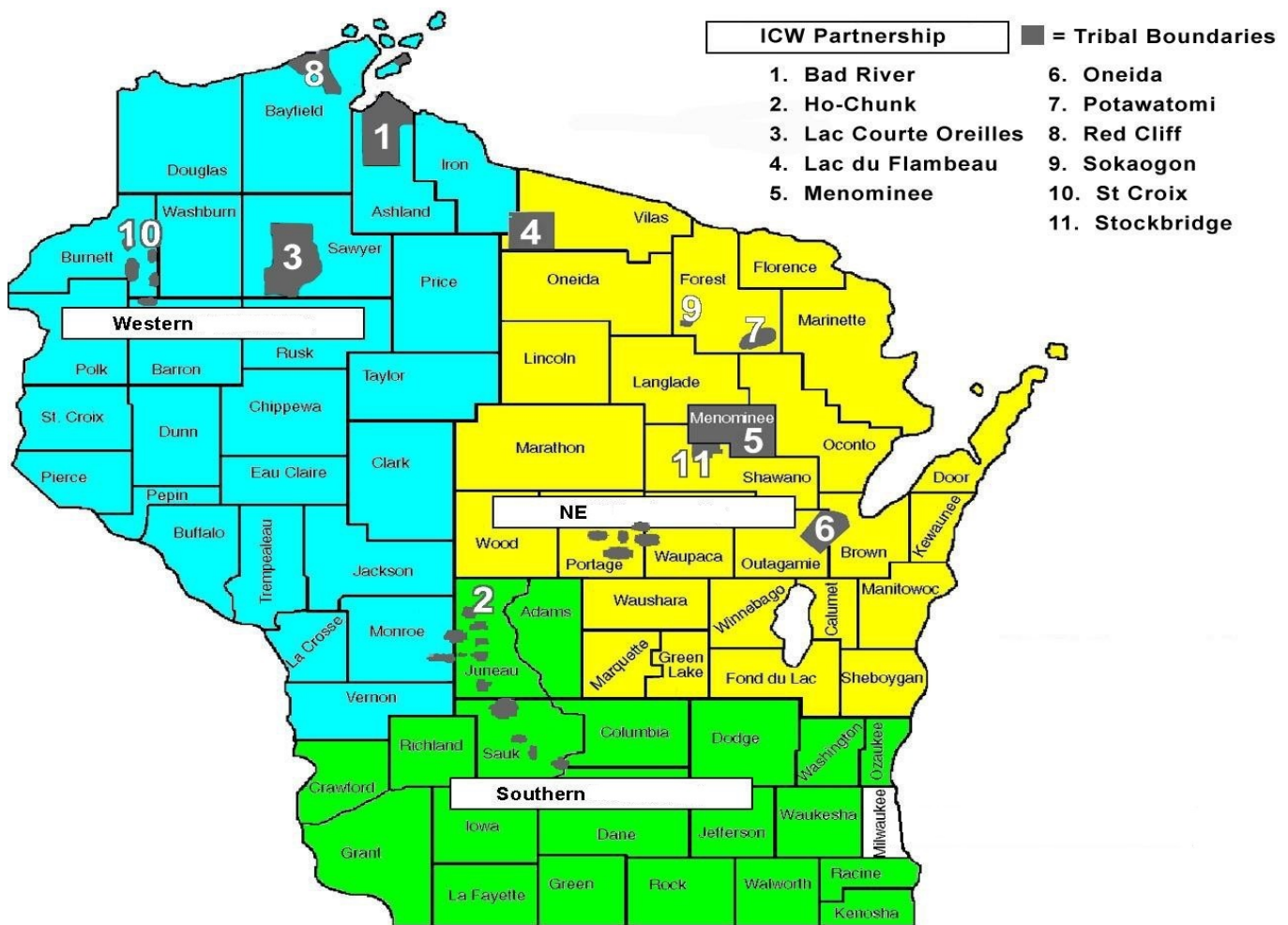
The Employment Search Report is available [here](#).

### **Qualifying Positions**

The public and tribal child welfare positions that meet program guidelines for post-graduation employment include:

- Child protective services (initial assessment)

- Case management (ongoing protective services, foster care, etc.)
- Family preservation / reunification services
- Child placement services (foster, kinship and group care)
- Independent living services
- Permanency planning
- Adoption services
- Foster home recruitment / licensing
- Youth justice (juvenile justice)



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# GREEN BAY

## **Self-Referral for Stipend Reimbursement - Attachment D**

Bachelor of Social Work (BSW)  
UW-Green Bay Child Welfare Education Program

Stipend recipients may voluntarily terminate their contracts at any time by reimbursing the full amount of stipend funds received.

To do so, submit the Self-Referral for Stipend Reimbursement form to the Child Welfare Coordinator. Stipend funds must be fully reimbursed within ninety (90) days of the date this form is received. (Please contact the Child Welfare Coordinator if alternative arrangements are necessary)

The **Self-Referral for Stipend Reimbursement form** is available [here \(Links to an external site.\)](#).

# UNIVERSITY of WISCONSIN GREEN BAY

## Request for Deferral/ Exemption of Employment Obligation - Attachment E

Bachelor of Social Work (BSW)  
UW-Green Bay Child Welfare Education Program

Child Welfare Stipend recipients may request a deferral (extension of time to complete) or exemption (cancellation) of the work obligation under the following circumstances:

### Deferral

- Participants are in their BSW Field Practicum placement and feel they are no longer suited for child welfare work, may opt to discontinue receiving stipend funds for the duration of their enrollment in the BSW Program. Participants must elect to discontinue their involvement in the Child Welfare Education Program after the first (1st) semester of their Field Practicum placement. Discontinuance will result in the requirement of reimbursement of all stipend funds awarded up to the point of discontinuance **paid in full within ninety (90) days after graduation or withdrawal/discontinuation from the BSW Program**, or;
- Participants are in their BSW Program and apply and are accepted to the University of Wisconsin Green Bay Social Work Graduate Program and are awarded the Title IVE Child Welfare Stipend at the advanced level. Participants who are awarded the Title IV-E Child Welfare Stipend in the MSW Advanced year, will be responsible for **post-graduation employment payback of two (2) consecutive years** of employment in a public or tribal child welfare agency.
- Participants not awarded a Title IV-E Child Welfare Stipend at the advanced level, but who declare a child welfare emphasis, will be provided a **deferral until graduation** or withdrawal/discontinuation from the UW-Green Bay MSW Program.

### Exemption

- Participants who, after 12 months of a documented, comprehensive employment search are unable to secure qualified employment within the NE Wisconsin region, or;
- Participants are unable to complete their post-graduation employment commitment due to military deployment, a health or family-related emergency, or other extenuating circumstance.

The Request for Deferral/ Exemption of Employment Obligation form is available [here](#).

Upon receipt of the request, *including supporting documentation*, the Child Welfare Coordinator may defer or exempt the stipend recipient from their employment obligation.