

UNIVERSITY of WISCONSIN
GREEN BAY

Attachment A

PROGRAM GUIDELINES
For
Master of Social Work (MSW)
Child Welfare Education Advanced Program

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

The Child Welfare Education Advanced Program has two primary goals:

- To prepare graduate social work students for employment in regional public agencies that provide child welfare services, and;
- To prepare current employees of these agencies for advanced practice and leadership in the field of public child welfare.

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

Students accepted into the MSW Program who envision a career in public or tribal child welfare in the State of Wisconsin are eligible to apply.

Program requirements

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

- Advanced Standing status in the UW-Green Bay MSW Program;
- Enrollment in recommended child welfare course(s);
- Completion of field practicum in public or tribal child welfare agency;
- Attend a CWEAP Orientation, which will cover the program guidelines and expectations, as well as any other subsequent meetings scheduled by the Child Welfare Coordinator.
- 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.
 - MSW Advanced Participants **who do not have previous work experience** in child welfare **and/or did not complete** the BSW Child Welfare Education Program course requirements (HUM DEV 331, HUM DEV 332, SOC WORK 351, SOC WORK 451) are required to attend three (3) workshops during the summer term to gain knowledge

required of advanced level social work students entering the field of child welfare and the field practicum course.

Application

Application materials and the program guidelines are posted on the UWGB MSW Program website: <http://www.uwgb.edu/social-work/msw-program/msw-stipends/>. 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 Child Welfare Education Program Committee, according to criteria established by the Committee. Stipend awards are issued to the most qualified applicants.

Child welfare stipends will be available to MSW students in their Advanced (2nd) year or for new MSW students admitted with Advanced Standing. Stipends are awarded for one academic year. Advanced year stipends are equivalent to the cost of full-time, in-state graduate tuition and segregated fees for fall, spring and summer semesters. Part-time students will receive half the award during their first year in the advanced program and the other half during their second year. Part-time students do not need to re-apply for their second year of the MSW program.

Student requirements

To remain an active participant in the program, students must meet these expectations:

- Maintain graduate status and enrollment in the MSW Program;
- Successfully move toward completion of the MSW degree;
- Be accepted for and successfully complete approved field placement(s);
- Successfully complete the SOC WORK 735 *Emerging Issues in Child Welfare* course;
- Demonstrate competency in child welfare practice;
- Participate and attend all CWEAP meetings and activities as defined above; and
- Assure that employment schedules and demands do not interfere with course and field work.
- **Students who are not currently employed, have not received a BSW in Social Work, and/or have not completed a previous child welfare course that provides necessary and relevant knowledge related to child welfare policies, practice, and programs; will be required to attend summer workshops during the first semester of their advanced year.*

Field education

Advanced year: All CWEAP students must complete their field placement in a public or tribal child welfare agency. Each student will be assigned an agency field educator who will supervise and evaluate the student's performance and achievement of the advanced-year competencies. In situations where the field educator does not have an MSW degree, the Child Welfare Coordinator (or other MSW faculty member) may serve as faculty field educator. For all placements, the agency field educator will be asked to sign the Documentation of Field Educator / Agency time form sent by the Child Welfare Coordinator at the end of each semester.

Advanced-year students who are considering a worksite field placement at the agency where they are employed are subject to the UW – Green Bay MSW Program policies and procedures concerning these placements as outlined in the MSW Field Manual.

Hybrid placements: Advanced-year IV-E students who are employed in public / tribal child welfare agencies and have extensive (over 5 years) professional social work experience in the field of child welfare may be eligible for a hybrid advanced-year field placement. These are individually created and negotiated field placements that are officially housed at a public child welfare agency. Depending upon the policies of the employing agency, this could be the agency where the student / employee works or another public child welfare agency that may be willing to supervise the student. The student may engage in field activities in community partner agencies or other program areas of the larger county human services department that have consumer or service-related relationships with the public child welfare agency. Specific field activities must be related to the Advanced MSW competencies.

Guidelines for hybrid field placements for IV-E students are:

- 1) When the MSW Field Coordinator and the Child Welfare Coordinator determine that the student's level of experience justifies consideration of a hybrid placement, the Child Welfare Coordinator will initiate discussions with relevant agencies and the student to develop a hybrid placement proposal.
- 2) The MSW Field Coordinator reviews the placement proposal and initiates any agreements / approvals necessary.
- 3) The hybrid placement proposal is implemented upon approval of the MSW Field Coordinator and Child Welfare Coordinator, and completion of all MSW field administrative requirements (inter-agency agreements, approval of field agency, etc.)
- 4) The student will be assigned to an agency field instructor in the public child welfare agency, who shall be considered to be the field educator of record.
- 5) The agency field instructor of record must agree to sign the "Documentation of Field Educator Time" (field match) form for each semester the student is in field.
- 6) A field educator in a community partner or other agency will be identified to assign tasks and activities to the student.
- 7) The student must meet regularly with both field educators and / or the Child Welfare Coordinator (if assigned to provide faculty field education).
- 8) Contracting and evaluation conferences must include both the public child welfare agency field educator and the community partner field educator.

Field agencies

Participants must complete their Advanced Practicum 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
- Fond du Lac County Department of Social Services
- Green Lake Co. Department of Health and Human Services
- Kewaunee County Department of Human Services
- Langlade Co. Department of Social Services
- Marathon County Department of Social Services
- Marquette County Department of Human Services

- Manitowoc County Human Services Department
- 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
- Portage County Health and Human Services Department
- Shawano County Department of Human Services
- Sheboygan County Health and Human Services Department
- Waupaca County Department of Health & Human Services
- Waushara County Department of Human Services
- Winnebago County Department of Human Services
- Wood County Human Services Department

WCWPDS Pre-service training

All MSW 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 weeks of their field placement. This includes students who are currently employed by county or tribal public child welfare agencies, unless the student has already completed Pre-Service in conjunction with their employment.

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 CWEAP participant's obligations are fulfilled or stipend funds are reimbursed in full. The availability of stipend funds is contingent upon continued federal / 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 her or his post-graduation employment commitment in a qualified public or tribal child welfare agency;
- The participant is granted an exemption of her or his post-graduation employment commitment; or
- The participant reimburses the full amount of stipend funds received.

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 UWGB Bursar, shortly after the beginning of each semester.

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.

Graduates who are employed in public child welfare during their MSW program must remain employed by their current agencies (in their current or another child welfare-related position) for the duration of their post-graduation employment commitment.

Qualified child welfare employment

The general child welfare job functions that meet program guidelines for post-graduation employment include:

- Child protective services (initial assessment / risk assessment)
- Case management (ongoing protective services, foster care, etc.)
- Family preservation / reunification services
- Child placement services (foster, kinship and group care)
- Foster care coordination
- Independent living services
- Permanency planning
- Adoption services
- Foster home recruitment / licensing
- Supervision of child welfare staff
- Child welfare program management / agency administration
- Child welfare training
- Youth justice

Post-graduation employment search & reporting

Current job openings post to the UWGB Child Welfare Network at <http://blog.uwgb.edu/child-welfare/>. (This is not inclusive of all employment 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. If requested, participants must 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 MSW Program 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, CWEAP 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 UW – Green Bay MSW 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 CWEAP Program at any time;
- Failure to adhere to basic program requirements as outlined in this document as determined by the Child Welfare Coordinator;
- Failure to graduate from the UW – Green Bay MSW Program;
- Failure to document search for qualified employment for one year after graduation;
- Failure to maintain contact with and respond to requests for information from Child Welfare Coordinator during the contract period;
- Failure to accept offers of qualified employment; or
- Voluntary or involuntary termination (based upon a personnel action, not layoff) of qualified employment during the employment commitment period.
- Failure to 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 CWEAP or the UW – Green Bay MSW Program must immediately notify the Child Welfare Coordinator of the circumstances of their withdrawal and their plan for voluntary reimbursement of stipend funds. All stipend funds must be reimbursed within 90 (ninety) days of the date of withdrawal from either program.

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

Deferral / Exemption of employment and reimbursement obligation

Participants who are in their MSW 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 MSW Program. Participants must elect to discontinue their involvement in the Child Welfare Education Advanced 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 post-graduation or withdrawal from the MSW Program. Discontinuance from the CWEAP 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 CWEAP requirements and reporting.

Participants who are unable to complete their post-graduation employment commitment due to military deployment, a health or family-related emergency, 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

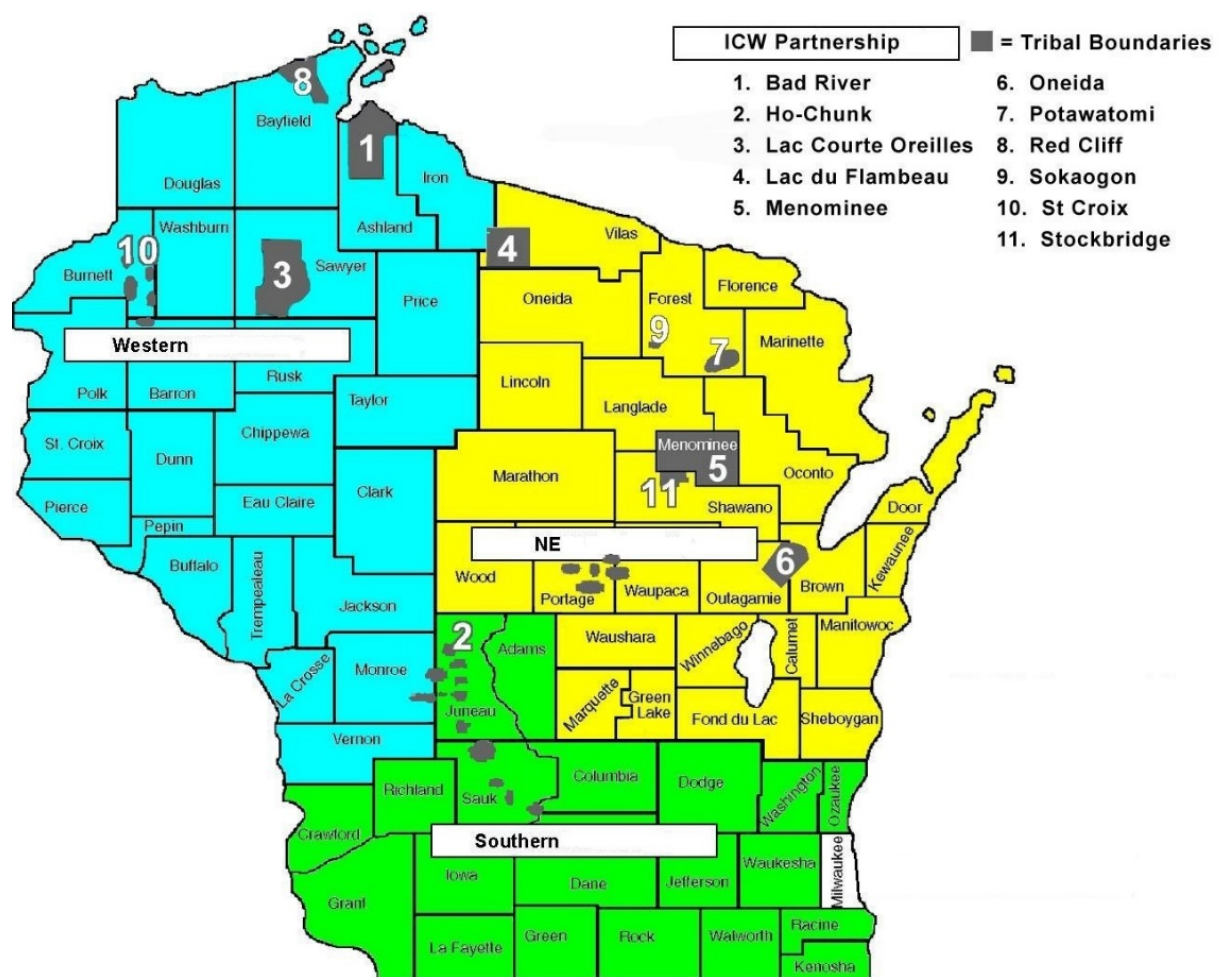
For further information, materials, or questions about the MSW Child Welfare Education & Advancement Program, please contact:

Mr. Dana Johnson, MSW
Child Welfare Coordinator
UW – Green Bay
2420 Nicolet Dr., RH-310
Green Bay, WI 54311-7001
(920) 465-2346

The Child Welfare Coordinator is authorized to make decisions regarding the day-to-day operations of the Child Welfare Education & Advancement 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 Social Work Program Chair at their designated University:

Jolanda Sallmann, PhD, Chair
Social Work Professional Program
University of Wisconsin – Green Bay
2420 Nicolet Dr., RH – 320
Green Bay, WI 54311
(920) 465 – 2049



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