



# SACRAMENTO STATE

**COLLEGE OF HEALTH AND HUMAN SERVICES**

**SCHOOL OF SOCIAL WORK**

**TITLE IV-E MSW STIPEND PROGRAM**

**PROGRAM REQUIREMENTS**

**APPLICATION INSTRUCTIONS**

**APPLICATION SAMPLE**

**& ADDITIONAL DOCUMENTS CHECKLIST**

**2024-2025 ACADEMIC YEAR**

# Program Requirements

Dear Title IV-E Applicant,

The Title IV-E Stipend program was designed for students interested in working in a Public Child Welfare Agency after receiving the MSW degree. The following are program requirements for the Title IV-E MSW Stipend Program.

**We are not accepting 3 year/Part-time applications until the 2026-2027 Academic year. Applications will not be accepted or reviewed.**

Applicant **MUST** have a bachelor's degree from an accredited university/college (B.A., B.S., or B.S.W.) and you will have the degree **by August 2025**.

Applicant **MUST** be accepted into MSW Program and have completed all academic prerequisites for the MSW graduate program by **January 2025** and complete Statistics and Biology by **August 2025**.

Students **MUST** enroll in and successfully complete the Title IV-E designated elective SWRK 213 course.

Students **MUST** attain a minimum level of mastery in each of the identified competencies of child welfare practice.

If awarded the stipend, students **MUST** maintain their academic eligibility with a minimum 3.0 GPA each semester. Students **MUST** receive a “B” or better in each course as well as complete the required fieldwork and the Advance Candidacy application in a timely manner.

**Note:** If a full-time two-year student becomes academically ineligible or decides to separate from the program, he/she will lose their support and will be required to pay the stipend back. If a part-time three-year student becomes academically ineligible or decides to separate from program, he/she will lose their reimbursement support and will be required to pay the reimbursement back as outlined in the contract signed during that academic year.

Title IV-E Students **MUST complete** the first year of fieldwork in a Public Child Welfare Agency or non-profit agency that serves Title IV-E populations (foster children). The **Title IV-E and the Field Program** will place Title IV-E students in their first year of field placement.

Title IV-E Students **MUST complete** the second year of fieldwork in a Public Child Welfare Agency, California Department of Social Services or an Indian Reservation/Rancheria.

Title IV-E Students are **required** to attend and participate in all Field Practicum training courses in both academic years.

**Students MUST** maintain the legal residency requirements.

### **Program Requirements continued**

**Students cannot** be convicted of a felony or misdemeanors while in program, as noted in the attachment to Title IV-E application.

**Students** participating in the Title IV-E stipend program **are not permitted** to pursue the Pupil Personnel Services Credential (PPSC) while in the Title IV-E Stipend Program.

**Students MUST complete** the full-time program within 2 years.

**Students MUST complete** the Advanced Placement program within 1 year.

**Part-time employee students MUST complete the 3-year** part time program within 3 years.

If accepted into program **Students** will be fingerprinted by their internship.

## APPLICATION INSTRUCTIONS

All (3) applications must be submitted accordingly.

1. **Complete Cal State Application through the Office of Graduate Studies. Due December 13, 2024.**  
Go to: <http://www2.calstate.edu/apply>
  - a) Follow instructions and submit **Cal State Application** and pay Application fee. After completing the **Cal State application**, you will receive an e-mail from the Office of Graduate Studies with instructions for setting up your MySacState link account. Make sure to check your junk/spam folder for the email and check with the Office of Graduate studies website to see if any other requirements are needed for the University application.
  - b) You will have to set up your MySacState account before you can continue in the application process and to access the School of Social Work MSW application.
  
2. **Complete the School of Social Work MSW Application. Due December 20, 2024.**  
Go to <https://onbase.csus.edu/unity/forms/soc MSW>
  - a) Application cannot be saved. See Cheat Sheet for application.
  - b) After submitting you should get an email back confirming the application has been received. If you do not get email, then you did not complete all the required fields on application, please go back and check to make sure all information is complete and then resubmit.
  
3. **Complete the Title IV-E MSW Stipend Program Application. Due December 20, 2024.** Go to: [https://onbaseform.csus.edu/apps/forms/soc\\_msw\\_title\\_iv-e-application.aspx](https://onbaseform.csus.edu/apps/forms/soc_msw_title_iv-e-application.aspx)
  - a) Please have all information available before starting application. See sample. Application cannot be saved.
  - b) After completing and submitting the application, please continue to next page for **Additional Documents Checklist**.

## ADDITIONAL DOCUMENTS CHECKLIST

**Print this check list and submit copies of following documents:**

1. \_\_\_ California driver's license.
2. \_\_\_ Current Vehicle insurance liability card.
3. \_\_\_ Current vehicle registration.

The above 3 documents must be **valid and current** throughout the program.

4. \_\_\_ Social security card
5. \_\_\_ Birth Certificate or a copy of current Passport.
6. \_\_\_ Copy of DMV driving record. Go to DMV website and request a copy of your driving record.  
Submit email copy.

Please forward all documents to [rgonzal@csus.edu](mailto:rgonzal@csus.edu) via email or you may request a **Secure file**. If you wish to send files by **Secure file**, make sure you request to request the **Secure file** 10 days prior to the due date of **December 20, 2024**.

**Note:** Your applications will be reviewed and scored and if your application is chosen to move forward to the next step you will be contacted by phone or email in February to attend an in person interview in March 2025. Thank you



# SACRAMENTO STATE

*Redefine the Possible*

OF SOCIAL WORK

TITLE IV-E M TIPEND PROGRAM

## Applicant Identification

Please NOTE:

1. The application cannot be saved and must be finished in one sitting. Have all required information ready before beginning.
2. The form will not be submitted until all required fields have been entered.
3. This form will time out after 20 minutes of inactivity and will not save if it has timed out.

Application Number

I am applying for: (please select one)\*

- Full-Time (2 Year)
- Three-Year/Part-Time (3 Year)
- MSW II student ( I have completed MSW program) (1 year)

# Sample

Student Identification Number\*      First Name      Last Name

Address 1      Address 2

City      State      Zip

Email      Ethnicity Identification

Cell Phone      Home Phone

Work Phone      Emergency #

## Educational Status

Please indicate where you recieved (or will receive) your Baccalaureate and/or higher level of education degree:

Name of University\*      Major and Degree\*      Graduation Date\*

### Employment

Are you currently an employee of a California Public Child Welfare Agency? \*

Yes  No

### Educational Leave of Absence

I am currently on an educational leave from a California Public Child Welfare Agency or a California Department Social Services. If you answer yes, you must submit the Agency Letter of Support. \*

Yes  No

### Language Skills

In addition to English, are you fluent in another language? \*

Yes  No

### Long Term Contact Information

e.g. Family member, preferably someone at a different address than yours

Last Name	First Name	M	Relation to you
<b>Sample</b>			
Address 1	Address		
City	State	Zip	
Home Phone	Cell Phone		

### Certification of United States Citizenship or Immigration Status

I am a U.S. Citizen? \*

Yes  No

I certify under penalty of perjury that the information provided by me above is true, complete and accurate. \*

Signed at:

City and County \*

Name \*

Date \*

01/27/2023

### Affirmation and Release of Information

If you have completed field placement in a Public Child Welfare Agency and/or agency serving child welfare clients, please check.

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

I agree to disclose any misdemeanor or felony convictions, other than minor traffic violations. \*

I hereby attest that I have never been convicted of a felony nor misdemeanor crime involving harm to children. If you should have questions about this aspect of the eligibility criteria, please contact the Title IV-E program Coordinator. Applicants must disclose any felonies and/or misdemeanors in writing with your application. \*

Provide any additional information (for misdemeanor or felony charges).

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

I understand that I am obligated to pay back this stipend through a year of employment after graduation in a public child welfare agency for each year that I receive Title IV-E funds. \*

I hereby affirm that the above statements are true. I will agree to the provisions of the sample contract if granted the Title IV-E Stipend. Further, I give permission to the Advisory Selection Committee for the Title IV-E Child Welfare Program to review my admission application for entrance into the Sacramento State, Division of Social Work program. \*

I hereby authorize "Sacramento County Department of Health and Human Services" to provide information about the results of my California Department of Justice Criminal Background Clearance with the Title IV-E Program in the Division of Social work at Sacramento State as it pertains to my eligibility to be a volunteer at the agency.

If not employed with Sacramento County, another agency or county will provide Criminal Background Clearance.

Signature:

Name \*

Date \*

12/01/2024

Sample

\* Title IV-E recipients will have to be cleared through Live Scan/ Background checks done through Field Placement agencies.



**Please read and acknowledge the following:**

It **may be** acceptable to hire, **after careful consideration of job nexus and following** one (1) year from conviction or termination of probation/parole, persons with convictions for:

- Disturbing the peace
- Trespassing
- Disorderly conduct
- Malicious mischief
- Passing bad checks

It **may be** acceptable to hire, **after careful consideration of job nexus and following** five (5) years from conviction or termination of probation parole, persons with convictions for:

- **Driving with an alcohol blood content exceeding the legal limit**
- Driving under the influence (for those employees required to drive)
- Reckless Driving (for those employees required to drive)
- Bookmaking
- Petty theft/shoplifting
- Prostitution, pandering
- Drug use or possession

# Sample

It is **not** acceptable to hire persons with, **including but not limited to, the following** convictions, **whether infractions, misdemeanors, or felonies**:

- Arson
- Assault
- **Battery**
- Blackmail
- Bribery
- Burglary
- Carrying a concealed weapon
- Child abuse/neglect
- Child endangerment
- Child pornography
- Contributing to the delinquency of a minor
- Drug or narcotics sales
- Embezzlement

- Extortion
- Falsification of public records
- Forgery
- Fraud
- Kidnapping
- Lewd conduct
- Manslaughter
- Mayhem
- Murder
- Perjury
- Rape
- Receiving stolen property
- Robbery
- Sexual battery
- Spousal abuse
- Theft (grand or petty)
- Welfare fraud

All questionable offenses will be referred to Human Resources

Division/Performance Management Services' staff for further evaluation. All

offenses not specially listed will be evaluated following procedures consistent with these guidelines.

# Sample

I have read and understand the above. \*

**In 500 words or less (for each question), please answer the following six (6) questions. Reply to each question separately.**

**Be very specific and clear in your answers.**

**1. What led to your interest in becoming a social worker and explain why you have a desire to work specifically in Public Child Welfare/Child Welfare Services?**

\*

2. What strengths do you have that will facilitate you being a good Child Welfare Services(CWS) Social worker?

\*

3. What challenges do you foresee that could possibly be an obstacle to being an effective Child Welfare Services (CWS) Social Worker?

\*

4. What specific changes would you propose to improve the public’s perception of Public Child Welfare services and why?

\*

5. Select any two of the subjects listed below and discuss your understanding of the topic. Identify the strengths and challenges affiliated with each of your selections:

Sample

- A. Permanency Planning
- B. Continuum of Care Reform and the foster care system
- C. Kinship Care
- D. Indian Child Welfare Act (ICWA)
- E. Child and Family Team (CFT) meetings
- F. Adoption and Safe Family Act of 1997

\*

6. As it relates to employment/career goals, outline your plans and vision for the first 5 years after graduation. What will you do and why?

\*

Please report any issues you may have completing this form to Royce Gonzales (916-278-5057); or the IRT Service Desk (916-278-7337).