IV-E Child Welfare Scholars Program
School of Social Work
University of Nevada, Reno
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Congratulations and Welcome to the School of Social Work at the University of Nevada, Reno. This handbook will provide you with information about the IV-E Child Welfare Scholars Program, an exciting educational and financial support opportunity made available to students interested in exploring public child welfare as a career choice. In the 2017/2018 academic year, 12 BSW students (Scholars) will be selected to participate in the IV-E Child Welfare Scholars Program.

Program benefits for professional and personal growth:

- A field placement in a northern Nevada public child welfare agency
- Preparation and skills through a specialized on-line Scholars field seminar
- Dynamic, engaging, and comprehensive child welfare pre-service training by participation in Nevada Child Welfare Training Academy in the academic year
- A financial award (stipend/“forgivable loan”) in the amount of $5,950*
- Pathway to post-graduation employment with a Nevada public child welfare agency
- Post-graduation access to monthly support, coaching, professional and leadership development

Program requirement:

- Commitment to work for Washoe County Department of Social Services (Reno) or Division of Child & Family Services (Statewide) for 1 year.
- The 1 year work commitment is required to begin as soon as possible after graduation.

Public child welfare work is both challenging and rewarding and requires professionals with a certain set of skills and values. Successful applicants are passionate about working to make a difference in the lives of at-risk children and families. They are empathetic to all family members and show cultural understanding. They are open to learning; flexible and patient with self, others and bureaucratic systems. They are resilient and able to handle challenges and stress. They are able to work as a team. They are able to think critically and creatively. Finally, they are confident and motivated to make a commitment to work in child welfare.

If you have ever considered working with and on behalf of children and families, you are encouraged to check YES to the question “Are you interested in learning more about a field placement in child welfare and the IV-E Child Welfare Scholars program?” on the Field Education Application. From there, you will be instructed on how to apply for consideration and possibly be invited to interview for the program. The unique, fun, and interactive interview will include both group activities and an individual interview. Final decisions will be made before the general Field Practicum placement process begins. Students who are selected for the Scholars program will be guaranteed a child welfare field placement. Students who are not selected for the Scholars program will simply proceed with the standard field practicum interview process. You have nothing to lose by applying for the IV-E Child Welfare Scholars program and so much to gain if you are offered the opportunity to participate!

We are all very excited about your possible interest in a career in public child welfare service. Again, congratulations. I look forward to having you as a Child Welfare colleague and Scholar!

*Subject to change

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Overview of IV-E Child Welfare Scholars Program

The IV-E Child Welfare Scholars Program is a collaborative effort between the University of Nevada, Reno School of Social Work, the Nevada Division of Child and Family Services Family Programs Office (DCFS-FPO), Washoe County Department of Social Services (WCDSS) and Division of Child and Family Services-Rural Region (DCFS-Rural). The Program assists students pursuing a Bachelor of Social Work (BSW) degree with a focus of study in child welfare by providing a child welfare field placement, training, educational support, and a financial stipend (forgivable loan) in exchange for a year of employment with a Nevada public child welfare agency.

IV-E Child Welfare Scholars Program Values

Nevada’s Initiative Statement for Family Centered Practice

Child welfare agencies in Nevada believe families are the primary providers for children’s needs. The safety and wellbeing of children is dependent upon the safety and well-being of all family members. Children, youth and families are best served when staff actively listens to them and invite participation in decision making. We support full implementation of family centered practice by engaging families in child and family teams and offering individualized services to build upon strengths and meet the identified needs of the family.

Based on the values consistent with Nevada’s initiative statement for family centered practice, the IV-E Child Welfare Scholars Program uphold the following values:

- **Strengths-Based Perspective** – we believe that all human beings and systems have inherent strengths, which have helped them survive. We believe it is important to recognize, acknowledge, and support these qualities.

- **Transparency** – we believe in open and honest communication with partners and stakeholders is imperative in order to create and implement programs that meet constituent needs.

- **Teamwork and Collaboration** – we cannot strengthen the child welfare system alone. We must partner with one another, the families we serve, our colleagues, and our communities in order to achieve significant and sustainable change.

- **Trust** – Just as child welfare professional must trust families to make the best decisions for their wellbeing, we must trust our Scholars and partners to maintain a focus on their mission and always seek to improve outcomes for children and families.

- **Respect & Humility** - We value the strengths, experiences, and perspectives of others, and we recognize our own limitations. We are committed to partnering effectively with children, youth, families and all child welfare related systems to ensure that our work improves outcomes for children and their families

- **Integrity** – we believes it is important to: show up; do what you say you’re going to do; and to do the best you can.
What is expected of a Scholar?

1. Prepare your personal and professional life to make a two-year commitment to serve children and families. This 24-month commitment begins on the first day of your field placement and ends with the end of your one year employment obligation.

2. Commit to improving the quality of life of the people you serve and the people you work with; and, in doing so, share your skills, adapt them as needed, and be open to learning new skills.

3. Recognize that your successful work is based on the trust and confidence you build by respectfully integrating yourself into the culture and communities of the youth and families you work with as well as that of your agencies.

4. Recognize that you are responsible for your personal conduct and professional performance.

5. Engage with the people you serve and the people you work with in a spirit of cooperation, mutual learning, and respect.

6. Work within the rules and regulations of the Scholars Program and the agencies in which you serve.

7. Exercise good judgment and personal responsibility to protect your health, safety, and well-being and that of others.

8. Utilize the Scholar program’s resources as means of support and professional development.

What can a Scholar expect?

1. Collaboration: Training and support will be delivered in a coordinated, interdisciplinary, experiential, and collaborative fashion.

2. Flexibility: Training and support will be needs based, strengths focused, and developmentally and culturally appropriate.

3. Professional Development: Scholars’ child welfare knowledge and practice skills will improve in measurable ways as a result of our efforts.

4. Support: Scholars and their agency colleagues and supervisors will be well supported in their efforts to meet the highest standards of professional practice.

5. Respect: Scholars will be respected, supported and empowered by Program staff.

6. Accountability: Achieving results is a shared responsibility and we will ensure that all parties hold one another accountable.

7. Continuous Improvement: We will build upon our successes and learn from our errors in order to continuously improve our services to those who serve children and families.
Program Eligibility, Application, and Selection Process

Eligible students will be:

- Accepted to the BSW professional sequence and on track for graduation in May, 2018.
- Eligible for hire by a Nevada public child welfare agency.

Students who plan to apply, agree to:

- Submit the Foundation Field Practicum Application with the YES box checked for interest in the IV-E Child Welfare Scholars Program to the UNR SSW by April 20, 2017.
- Submit the additional IV-E Child Welfare Scholars Program application questions by April 25, 2017.
- Be available to participate in one of the two live interview opportunities on Wednesday, May 10th, 2017 from 1pm-5pm or Thursday, May 11th, 2017 from 8am-12pm at UNR’s Redfield Campus in Reno.

Selection Process

The IV-E Child Welfare Scholars Program application process is structured to consider all possible interested applicants in an effort to identify those best suited to a career in public child welfare. To accomplish this goal, the IV-E Child Welfare Scholars will be identified before the general field practicum decision making process begins. Therefore, students who apply for the Scholars program but are not selected will simply enter into the regular field practicum identification process with no delay or negative consequence.

Students who identify on their Field Application that they are interested in learning more about the IV-E Child Welfare Scholars Program will receive an e-mail with additional application questions by April 21, 2017. Students will be asked to respond to those questions and submit their responses by April 25, 2017. Those students who appear most suited for a child welfare placement/career will receive an invitation to interview along with additional information about the interview process.

It is the responsibility of the IV-E Child Welfare Scholars Program applicant to review the eligibility to hire guidelines of and Division of Child and Family Services (Appendix E) and Washoe County Department of Social Services (Appendix F). Upon selection for participation in the Program, applicants will be asked to confirm their eligibility through completion of the I-9 and background checks before the Field Placement begins.

Students will have the option of interviewing on either May 10, 2017 from 1pm-5pm or May 11, 2017 from 8-12. There will be group activities followed by individual interviews. The interviews will be conducted by representatives from the UNR School of Social Work, Division of Child & Family Service Family Programs Office, Washoe County Department of
Social Services, and Division of Child and Family Services – Rural Region. The interview process has been designed to be interactive and fun. The interviews will be held at the UNR Redfield Campus in South Reno.

10 students and 2 alternates will be selected based on the interviewer’s determination of “fit” for success in the child welfare workplace and offered participation in the Scholars Program. Decisions will be announced on May 15, 2017. The identified students will then meet with the Scholars Program Coordinator to have their questions answered and sign the agreements. The IV-E Child Welfare Scholars Program (“Program”) Agreement (Appendix B) is a binding contract between the stipend recipient, the University of Nevada, Reno School of Social Work, and the Nevada Division of Child and Family Services. This agreement outlines the responsibilities of all parties, including expectations upon graduation. You will also be asked to sign the Verification of Commitment to Academy Training which will verify your understanding of the training commitment. In addition, you will be asked to complete a Student Loan Information Sheet which is required by the University of Nevada, Reno financial aid office.

Scholars will then be asked to complete:

1. Criminal background checks
2. Child Abuse and Neglect Screening (CANS)
3. Section 1 of INS Form 1-9 (please print most recent version from USCIS website)
Academic Year Program

Field Placement

IV-E Child Welfare Scholars have the only BSW opportunity to be placed in a child welfare field placement. As a Scholars’ applicant, you will be asked to identify all of the public child welfare field placement options that you would be willing to accept. The options include DCFS-Rural in Carson City, Elko, Ely, Fallon/Fernley, Pahrump, and Winnemucca) and WCDSS in Reno. The selected Scholars will then be assigned their field agency according to the options that were selected. Field agency placement information will be provided to the Scholar by the time the agreements are signed.

Field Seminar

The Field Seminar class (SW480/SW481) accompanies all field placements. These Seminar sections are generally either in-person or on-line, have an average of 13 students, and generally include students in a wide range of social work practice areas. Seminar offers students the opportunity to process their field experience. The seminar instructor monitors your field placement, problem solves minor placement issues, collects and offers feedback on learning agreements, makes site visits during mid-term to monitor your progress and
problem solve concerns, collects your final field evaluation and ultimately assigns your Pass/Fail grade for your Field Placement.

Upon selection as a Scholars’ student, your field section will be changed to the specialized on-line Scholars field seminar section. This unique seminar will include only the 12 Scholars students. The seminar will be identified as an on-line section but will also involve in-person classes once per month when the Scholars students are in Reno for training (see below.)

The Scholars seminar will allow for more coordination between the Scholar, the field placement agency, and the School. It will further build cohort support and cohesion which will serve the Scholar both during the field year and the payback employment year.

**Training**

Per Nevada Revised Statute and Federal Laws, incoming child welfare professionals must have received pre-service training before they carry a full caseload. Generally, when the child welfare agencies hire a new professional, that professional must attend the pre-service training before carrying a full caseload which costs the agency both time and money. Further, in years past, students who were placed in child welfare field placements did not have the benefit of specific child welfare training prior to or during their field placement which may have prevented the student from fully understanding the why’s and how’s of the child welfare practice they were observing.

The Scholars Program has been designed to address these issues by incorporating the required pre-service training into the academic year to both improve the field placement based learning and to graduate “caseload ready” child welfare professionals. Therefore, full and active participation in this pre-service training, titled, Nevada Child Welfare Training Academy, during the academic year is a requirement of the Scholars Program.

The Nevada Child Welfare Training Academy (“Academy”) for Scholars will require attendance at 2 training days per month for a total of 8 training days in Fall and 8 training days in Spring. These training days will count toward field hours. Therefore 60 of the 225 field hours for Fall will be training and 60 of the 225 field hours for Spring will be training. In addition, Scholars students will be required to attend a 5 day training week during Winter break. These 40 hours of training will not be counted as field hours. All training days will be held in Reno at UNR’s Redfield Campus, 18600 Wedge Parkway, Reno, 89511.

The 2 training days per month during Fall and Spring semesters have been scheduled on the Thursday/Friday prior to the Saturday/Sunday that 3+1 students are scheduled to be on campus thus minimizing the impact of travel on rural students.
Following is the training date schedule.

- **Fall Semester (counts toward field hours)**
  - September 14-15, 2017 (15 hrs.)
  - October 5-6, 2017 (15 hrs.)
  - November 2-3, 2017 (15 hrs.)
  - November 30-December 1, 2017 (15 hrs.)

- **Winter Break (does not count toward field hours)**
  - January 8-12, 2018

- **Spring Semester (counts toward field hours)**
  - February 1-2, 2018 (15 hrs.)
  - March 1-2, 2018 (15 hrs.)
  - April 5-6, 2018 (15 hrs.)
  - May 3-4, 2018 (15 hrs.)

Lodging and meal expenses will be covered by the Program for students who travel more than 50 miles. Lodging will be at the Whitney Peak Hotel. Meal expenses (State of Nevada per diem rates) for the Scholars training days will reimbursed. For example, if you are traveling from Elko and must travel to Reno on September 13th, your hotel for the night of the 13th and 14th will be provided. Per diem for food on the 13th, 14th, and 15th will be reimbursed approximately 3 weeks later. Hotel for the night of the 15th will not be included as you would have incurred that expense to attend class on the 16th. Further, travel will not be included as again, as you would have incurred that cost to attend the weekend classes. Travel, hotel, and per diem will be reimbursed for the week of training during winter break. Participants are encouraged to consider double occupancy for hotel nights but are not obligated to do so.

Scholars are expected to arrive at training on time and conduct themselves in a professional manner. Failure to attend any portion of the training program incurs the risk of missing important knowledge and skills that can result in risk of jeopardy and not successfully completing the required training. Due to the intensive nature of the training, Scholars are expected to be in attendance every day the program is running and for the duration of the program. Any training hours missed must be made up after graduation, if not arranged prior to graduation, and could impact the ability to be hired. Therefore any missed days of training without proper authorization, incur risk of being dismissed from the Program.

**Stipend/”Forgivable Loan”**

The IV-E Child Welfare Scholars Program is founded on a Federal program which provides social work students the opportunity to obtain financial support (stipend/”forgivable loan”) for their education in exchange for service in public child welfare. The IV-E Child Welfare
Scholars Program has built upon this financial stipend opportunity to include additional training and support.

For the 2017/2018 school year, the stipend award amount is $5,950. This amount is subject to change. The award will be disbursed through the financial aid office in two installments. The **first half** will be disbursed **at the beginning of Fall Semester** and the **second half at the beginning of Spring Semester**. If there is a balance on your account, these funds will go toward that balance. If there is no balance, you will receive a check in that amount. There are no restrictions on use of the funds as they are for general financial support during your academic year. It is recommended that you consult with the financial aid office (**Michaun Hayes michaun@unr.edu; 682-8091**) to determine if and/or how the stipend award will impact your financial aid portfolio.

If, before the second half of the funds are disbursed, you decide not to continue with the immediate 1 year employment commitment, you can forfeit the second disbursement but continue with your child welfare field placement. If the terms of the agreement are met, at the end of your obligation, you will receive notification that your obligation was met, the loan will be forgiven, and that no further action on your part is necessary. If the terms of the agreement are not met, as outlined in the agreement, the loan will not be forgiven and you will be required to pay back the stipend amount. If a loan payback is initiated, the loan is expected to be paid back in full within three (3) years of the initiation of the payback process. Further, a hold will be put on the stipend awardee’s school records (transcripts) if a loan payback is not in good standing.

DCFS-FPO reserves the right to consider extenuating circumstances when deciding upon loan payback and maintains the right to make special arrangements on a case by case basis.
Employment Payback Year

Employment Year Opportunities

The IV-E Child Welfare Scholars Program is not over upon graduation. The Program will continue to be there to support you during your payback year.

“Shares” - Scholars’ graduates will have the opportunity to participate in monthly “shares” for peer support and networking. These “shares” will be offered in person and on-line.

Coaching & Support - Further, Scholars’ graduates will have built relationships with the Scholars Program Coordinator and Child Welfare Trainers throughout the academic year. These program staff will continue to be available to you for coaching and support.

Professional & Leadership Development – The Scholars Program is not just about the 1 year payback obligation. It’s about building leaders and creating an improved child welfare workforce. Therefore, Scholars’ graduates will be specially invited to participate in professional development opportunities. Further, upon completion of the 1 year payback, Scholars’ alumni will be consulted, supported, and afforded opportunities for leadership development.

Employment Year Obligation

During the Spring semester of the academic year, Scholars will be supported as they initiate the social work licensure process and begin to discuss employment opportunities with their agency/agencies. Upon graduation, Scholars will wait for the issuance of their SW license and proceed with the application/hiring process. Scholars are required to complete their employment payback year immediately following graduation. Those Scholars planning to pursue a Master’s Degree must agree to complete their employment payback year before beginning another degree program or begin repayment of the stipend.

IV-E Child Welfare Scholars agree to apply for employment with the Nevada public child welfare agency identified in the signed agreement soon as eligible to do so; AND if offered employment within 2 months of completion of social work training (includes graduation and licensure), to accept the employment offer and remain employed with that agency for 1 year. Scholars’ graduates are only obligated to apply to and accept a position in the Agency/Office identified in the Agreement. However, flexibility and a willingness to serve as needed as qualities that will be highly sought in applicants.

While participation in the Scholars program does not guarantee a position in a Nevada public child welfare agency, it paves the pathway to employment. Scholars’ graduates will be known to the child welfare agency; the agency will have been a part of your selection as a Scholar; the agency will have invested a year in your development; you will be “caseload
ready” at a significant time and financial agency advantage; and you will be more prepared to step into the work.

If there are no child welfare positions open for application or if for any reason not attributable to the Scholar, the Scholar is not hired within 2 months of completion of social work training (includes graduation and licensure), a written request by the Scholar for waiver of the stipend payback obligation is to be submitted to the Coordinator.

If, for any reason attributable to the awardee, the Scholar does not secure employment with a Nevada public child welfare agency, the forgivable loan will not be forgiven and the Scholar will be expected to begin payback. Additionally, if a Scholar secures employment as stated above, but fails to complete the one year obligation, the forgivable loan will not be forgiven and the Scholar will be expected to begin payback.

**Program Evaluation & Improvement**

In an effort to continually evaluate and improve the Scholars Program experience and outcomes, Scholars will be requested to participate in on-going confidential surveys throughout the academic and payback year and beyond. Participation will help us improve our quality of education and training for future Scholars and give child welfare organizations insight on better ways to support and retain Scholars graduates and alumni.

In order to capture as many Scholars as possible in the evaluation process, it is important that Scholars agree to keep the Program informed of changes in name, address, e-mail, phone, and employment. Scholars will find a “Change of Information” Form on the title IV-E Child Welfare Scholars link on the School of Social Work webpage.

Disclaimer: This handbook is written as a guide and contains general information for students in the IV-E Child Welfare Scholars Program. It does not address all situations, possibilities or exceptions. Changes to the handbook may occur at any time. As changes occur, we will update the handbook on-line. It is the student’s responsibility to understand, keep current and ask clarifying questions from the IV-E Child Welfare Scholars Program Coordinator. Students will need to refer to their School of Social Work and Field Handbooks as well.
Appendices
Appendix A
Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td><strong>SPRING 2017 SEMESTER</strong></td>
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<tr>
<td>Field Practicum Pre-Orientation with Scholars Presentation</td>
<td>April 5&lt;sup&gt;th&lt;/sup&gt; &amp; 8&lt;sup&gt;th&lt;/sup&gt;, 2017 7:30; 4:30pm</td>
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<tr>
<td>Field Fair with Scholars Booth (WCDSS, DCFS, &amp; Scholars Coordinator)</td>
<td>April 13&lt;sup&gt;th&lt;/sup&gt;, 2017 1pm-3pm</td>
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<tr>
<td>Scholars Program Informational Webinars</td>
<td>TBA</td>
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<tr>
<td>Field Program Application with Scholars Interest Identified Due</td>
<td>April 20th, 2017 5pm</td>
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<tr>
<td>Scholars Program Group Interview</td>
<td>May 10, 2017 and May 11, 2017 1pm-5pm;8am-12pm</td>
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<tr>
<td>Scholars Program Awardees Announced</td>
<td>May 15, 2017</td>
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<td><strong>FALL 2017 SEMESTER (August 28, 2017)</strong></td>
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<tr>
<td>Fall Disbursement</td>
<td>August, 2017</td>
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<tr>
<td>Child Welfare Fall Field Placement Begins</td>
<td>August 28, 2017 12pm-12:50pm</td>
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<tr>
<td>Scholars On-Line Seminar Week 1</td>
<td>August 28, 2017 12pm-12:50pm</td>
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<tr>
<td>Scholars On-Line Seminar Week 2</td>
<td>No Class – Labor Day</td>
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<td>Scholars On-Line Seminar Week 3</td>
<td>September 11, 2017 12pm-12:50pm</td>
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<tr>
<td>Scholars Week 4 Academy Training/15 Field Hours/Scholars Live</td>
<td>September 14-15, 2017 8:00am-5:00pm</td>
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<td>Scholars On-Line Seminar Week 5</td>
<td>September 25, 2017 12pm-12:50pm</td>
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<td>Scholars On-Line Seminar Week 6</td>
<td>October 2, 2017 12pm-12:50pm</td>
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<tr>
<td>Scholars Academy Training/15 Field Hours/Scholars Live Seminar Week 7</td>
<td>October 5-6, 2017 8:00am-5:00pm</td>
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<tr>
<td>Scholars On-Line Seminar Week 8</td>
<td>October 16, 2017 12pm-12:50pm</td>
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<td>Scholars On-Line Seminar Week 9</td>
<td>October 23, 2017 12pm-12:50pm</td>
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<td>Scholars On-Line Seminar Week 10</td>
<td>October 30, 2017 12pm-12:50pm</td>
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<td>Scholars Academy Training/15 Field Hours/Scholars Live Seminar Week 11</td>
<td>November 2-3, 2017 8:00am-5:00pm</td>
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<tr>
<td>Scholars On-Line Seminar Week 12</td>
<td>November 13, 2017 12pm-12:50pm</td>
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<td>Scholars On-Line Seminar Week 13</td>
<td>November 20, 2017 12pm-12:50pm</td>
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<td>Scholars On-Line Seminar Week 14</td>
<td>November 27, 2017 12pm-12:50pm</td>
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<tr>
<td>Scholars Academy Training/15 Field Hours/Scholars Live Seminar Week 15</td>
<td>November 30-December 1, 2017</td>
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<td>Scholars On-Line Seminar Week 16</td>
<td>December 11, 2017</td>
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<td>Scholars On-Line Seminar Week 17</td>
<td>December 18, 2016</td>
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<td>Fall Semester Ends</td>
<td>December 20, 2017</td>
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<td>Winter Break Scholars Academy Training Week</td>
<td>January 8-12, 2018</td>
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<td>Deadline to Announce Decision Not to Proceed with Program</td>
<td>January 11, 2017</td>
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<td><strong>SPRING 2018 SEMESTER (January 22, 2018)</strong></td>
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<tr>
<td>Child Welfare Spring Field Placement Begins</td>
<td>January 22, 2018</td>
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<tr>
<td>Scholars On-Line Seminar Week 1</td>
<td>January 22, 2018</td>
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<td>Scholars On-Line Seminar Week 2</td>
<td>January 29, 2018</td>
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<td>Scholars Academy Training/15 Field Hours/Scholars Live Seminar Week 3</td>
<td>February 1-2, 2018</td>
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<td>Scholars On-Line Seminar Week 4</td>
<td>February 12, 2018</td>
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<td>Scholars On-Line Seminar Week 5 – No Class Washington’s Birthday</td>
<td>February 19, 2018</td>
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<td>Scholars On-Line Seminar Week 6</td>
<td>February 26, 2018</td>
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<td>Scholars Academy Training/15 Field Hours/Scholars Live Seminar Week 7</td>
<td>March 1-2, 2018</td>
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<td>Scholars On-Line Seminar Week 8</td>
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<td>Scholars On-Line Seminar Week 11</td>
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<td>April 5-6, 2018</td>
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<td>Scholars On-Line Seminar Week 13</td>
<td>April 16, 2018</td>
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<td>Scholars On-Line Seminar Week 14</td>
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<td>Scholars On-Line Seminar Week 15</td>
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<td>Scholars Academy Training/15 Field Hours/Scholars Live Seminar Week 16</td>
<td>May 3-4, 2018</td>
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<td>Scholars On-Line Seminar Week 17</td>
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Appendix B

UNIVERSITY OF NEVADA, RENO
BACHELOR OF SOCIAL WORK PROGRAM

IV-E CHILD WELFARE SCHOLARS PROGRAM ("PROGRAM") AGREEMENT

Academic Year 2017/2018
Agreement Between
University of Nevada, Reno School of Social Work

AND

______________________ (Hereinafter referred to as “Awardee”)

______________________ ("Awardee") has been selected by the University of Nevada, Reno (UNR) School of Social Work as a recipient of an Educational Stipend in the total amount of $__________. The first half of the funds will be disbursed at the beginning of the Fall 2017 semester. The second half of the funds will be disbursed at the beginning of the Spring 2018 semester. The funds for this stipend derive from Title IV-E of the Social Security Administration as outlined in Section 1401 of the Nevada Division of Child and Family Services Family Programs Office Statewide Child Welfare Policy Manual. The stipend is given in the form of a “forgivable” loan, with repayment waived if the Awardee fulfills the terms of this agreement.

Responsibility of IV-E Child Welfare Scholars Program Awardee:

Please initial each item:

_______ To successfully complete the coursework necessary to receive a Bachelor of Social Work degree at the University of Nevada, Reno, in Spring, 2018 which includes a passing grade in SW480 and SW481 field seminar classes.

_______ To disclose any history of arrest and/or conviction. Further, to disclose any incident of arrest and/or conviction from the date of this agreement until completion of the obligation, within 7 days of the incident. Failure to adhere to the above requirements will result in the
Awardee becoming ineligible for, and/or terminated from, the Program and responsible for repaying any funds expended thus far in accordance with the Program.

_____ To disclose any previous history with Nevada Division of Child and Family Services (DCFS), Washoe County Department of Social Services (WCDSS), or Clark County Department of Family Services (CCDFS). This includes but is not limited to being a Foster Parent or having an active or closed case as a caregiver in Child Protective Services, Foster Care, or Adoptions.

_____ To participate in and successfully complete the Child Protective Services background screening process. If the Awardee has history that is deemed to be disqualifying for employment by a Nevada child welfare entity, the Awardee will be ineligible for, and/or terminated from the Program and be responsible for repaying any funds expended in accordance with the Program.

_____ To verify identity and employment eligibility by completing Section 1 of INS Form I-9 and any required documentation and to maintain employment eligibility throughout the period of participation in the Program including the required employment period.

_____ To adhere to the National Association of Social Workers (NASW) Code of Ethics and abide by State and Federal laws.

_____ To obtain Nevada Social Work licensure (LSW) within 6 months post-graduation.

_____ To apply for employment with your identified Nevada public child welfare agency (_____________________________) as soon as eligible to do so and to accept employment if offered within 2 months of completion of training (graduation and licensure).

_____ To render a minimum of one (1) calendar year of continuous and satisfactory full time employment with a Nevada public child welfare agency.

_____ To notify the Title IV-E Training Coordinator in the School of Social Work at the University of Nevada, Reno, of any changes in legal name, address, e-mail or place of employment until the employment or pay-back obligation is complete.

_____ To participate in follow-up evaluations of the IV-E Child Welfare Scholars Program as requested.

_____ To understand the impact of the Award on the Awardees financial aid package.

_____ To re-pay the stipend in full within three (3) years of graduation if the terms of this agreement are not met.
Responsibility of the University of Nevada, Reno and Nevada Division of Child and Family Services Program Office

Please initial each item:

_______ To provide the Awardee with funds as agreed upon in this Agreement for the selected academic year(s) contingent upon availability of funds.

_______ To forgive the Award and waive the employment obligation if there is not a job opening in the identified Nevada public child welfare agency within two (2) months after completion of social work training (includes graduation and licensure.)

_______ To seek re-payment of the Award, now a loan, in the event the Awardee does not meet the terms of this agreement.

_______ If re-payment is initiated, to forward the account to collections and place a hold on student records if the Awardee fails to arrange and maintain a payment schedule until the loan is repaid in full.

_______ If re-payment is initiated, to retain the right to pro-rate, reduce, or otherwise alter the amount of repayment based on the individual circumstance of the Awardee. Such decisions will be made on a case-by-case basis by the DCFS Programs Office independent of any other decision and at their sole discretion based on exigent circumstances.

General Provisions

Please initial each item:

_______ It is understood by all parties that information regarding the Awardee’s performance while in practicum will be shared between the public child welfare agency and the UNR School of Social Work.

_______ This agreement is in full effect upon disbursement of any portion of the Award monies and shall terminate upon successful completion of the required employment obligation or reimbursement by the Awardee.

_______ Awardee acknowledges that the full dollar amount received will be reported to the IRS on form 1098-T.
All parties acknowledge careful review of this Agreement and fully understand the obligations hereunder, and are voluntarily entering into this Agreement. In witness thereof, this agreement is signed and entered into on the date entered below.

____________________________ _________________________    _________
(Scholars Awardee) Print Name          Signature          Date

_____________________________ _________________________    _________
(UNR SSW) Print Name                   Signature          Date

_____________________________ _________________________    _________
(DCFS-FPO) Print Name                  Signature          Date
Appendix C

UNIVERSITY OF NEVADA, RENO
BACHELOR OF SOCIAL WORK PROGRAM

IV-E CHILD WELFARE SCHOLARS PROGRAM
VERIFICATION OF COMMITMENT TO ACADEMY TRAINING

By agreeing to participate in the IV-E Child Welfare Scholars Program, I verify my commitment to participation in the Nevada Child Welfare Training Academy which includes attendance at 2 training per month (8 total days/60 field hours per semester) and 5 days during Winter break (40 hours not counted as field hours) of specialized child welfare training in Reno. These dates fall on are Thursday/Friday and correspond with the Saturday/Sunday that 3+1 students are scheduled to be on campus. Lodging will be prepaid for students who travel more than 50 miles. Meal expenses (State of Nevada hotel and per diem rates) for the Scholars training days will reimbursed by the Scholars program for students who travel more than 50 miles.

- Fall Semester (counts toward field hours)
  - September 14-15, 2017
  - October 5-6, 2017
  - November 2-3, 2017
  - November 30-December 1, 2017
- Winter Break (does not count toward field hours)
  - January 8-12, 2018
- Spring Semester (counts toward field hours)
  - February 1-2, 2018
  - March 1-2, 2018
  - April 5-6, 2018
  - May 3-4, 2018

I understand that attendance at all training days is expected and any training hours missed must be made up after graduation, if not arranged prior to graduation, and could impact my ability to be hired.

____________________________ _________________________    _________
(Scholars Awardee) Print Name Signature         Date
# Appendix D

**STUDENT LOAN INFORMATION SHEET**

University of Nevada, Reno

Loan Department

(775) 784-6095 or (775) 784-6091

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**Student Information** (please print)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
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<th>Date of Birth</th>
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**Mailing Address**

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**Permanent Address**

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**Cell Phone #:**

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**Employer:**

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**Parent or Guardian:**

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**Siblings over 18 not living at home:**

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**Personal References (do not use relatives)**

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DIVISION OF CHILD AND FAMILY SERVICES
CRIMINAL BACKGROUND CHECKS FOR PROSPECTIVE EMPLOYEES

As part of the hiring process, the Division must submit fingerprints for criminal background checks on all employees. New hires usually begin employment before the background results are returned to the Division. Please be advised, any of the crimes outlined below would result in the inability to maintain employment with any child welfare agency in the state of Nevada per AB 217 (77th Legislative Session 2013).

Sec. 12. 1. An agency which provides child welfare services shall secure from appropriate law enforcement agencies information on the background and personal history of each applicant for employment with the agency, and each employee of the agency, to determine:
(a) Whether the applicant or employee has been convicted of:
(1) Murder, voluntary manslaughter, involuntary manslaughter or mayhem;
(2) Any felony involving the use or threatened use of force or violence or the use of a firearm or other deadly weapon;
(3) Assault with intent to kill or to commit sexual assault or mayhem;
(4) Battery which results in substantial bodily harm to the victim;
(5) Battery that constitutes domestic violence that is punishable as a felony;
(6) Battery that constitutes domestic violence, other than a battery described in subparagraph (5), within the immediately preceding 3 years;
(7) Sexual assault, statutory sexual seduction, incest, lewdness, indecent exposure or an offense involving pornography and a minor;
(8) A crime involving pandering or prostitution, including, without limitation, a violation of any provision of NRS 201.295 to 201.440, inclusive;
(9) Abuse or neglect of a child, including, without limitation, a violation of any provision of NRS 200.508 or 200.5083 or contributory delinquency;
(10) A violation of any federal or state law regulating the possession, distribution or use of any controlled substance or any dangerous drug as defined in chapter 454 of NRS;
(11) A violation of any federal or state law prohibiting driving or being in actual physical control of a vehicle while under the influence of intoxicating liquor or a controlled substance that is punishable as a felony;
(12) A violation of any federal or state law prohibiting driving or being in actual physical control of a vehicle while under the influence of intoxicating liquor or a controlled substance, other than a violation described in subparagraph (11), within the immediately preceding 3 years;
(13) Abuse, neglect, exploitation or isolation of older persons or vulnerable persons, including, without limitation, a violation of any provision of NRS 200.5091 to 200.50995, inclusive, or a law of any other jurisdiction that prohibits the same or similar conduct; or
(14) Any offense involving arson, fraud, theft, embezzlement, burglary, robbery, fraudulent conversion, misappropriation of property or perjury within the immediately preceding 7 years; or
(b) Whether there are criminal charges pending against the applicant or employee for a violation of an offense listed in paragraph (a).

Rural Region approved 2-18-2014
Appendix F

Coming Soon