2012-2013 CONTRACT FOR PART-TIME GENERALIST TITLE IV-E PUBLIC CHILD WELFARE STUDENTS AND PART-TIME ADVANCED PRACTICE TITLE IV-E PUBLIC CHILD WELFARE TRAINING STUDENTS

This contract is executed by and between _____________ hereinafter referred to as the Trainee, and the UW System Board of Regents on behalf of the University of Wisconsin-Madison School of Social Work, for the provision of a Social Work Title IV-E Traineeship in Public Child Welfare. This contract takes effect as of _____________ and supersedes and takes precedence over any existing Traineeship contract by and between the parties. This contract is contingent upon the continuation of federal and state funding. The purpose of the IV-E traineeship in Public Child Welfare is designed to educate and train graduate level social work students for preparation for employment as advanced practitioners in public child welfare in the State of Wisconsin.

The School agrees to provide the Trainee with the following:

1. A stipend in the amount of $3600 for trainees in their Generalist year field placements paid in 9 monthly installments or $6300 for trainees in their Advanced Practice year field placements paid in 9 monthly installments; Stipends are intended to support students during their field years when paid work hours need to be reduced or eliminated.
2. Tuition (In-State or MN Compact) and fees for the academic year;
3. One time Stipend amount of $500 to be used for travel to and from the field site, books and supplies. An additional amount of $1,000 may be requested if a field placement is greater than 35 miles from home or campus. Place of employment field placements are not eligible for additional mileage monies;
4. Information about employment opportunities in Public Child Welfare only in the State of Wisconsin.

The Trainee agrees to the following:

1. To satisfactorily complete the Title IV-E Training Curriculum in Public Child Welfare and to attend and participate in ALL required Traineeship-related activities such as Trainee meetings, Child Welfare Dialogues, the Outcome Evaluation Study and follow-up activities associated with it and other special trainings;
2. To maintain part-time status as a graduate student in good standing (defined as carrying a minimum of 4 credits each semester in the program) and meet the criteria for satisfactory progress as defined in the Graduate School Catalog 2012-2014 and the School of Social Work Handbook of Student Rights and Responsibilities; To satisfactorily complete the required years of the training program: 2012-2016 if a first year Generalist student; 2012-
2015 if a second year Generalist student; 2012-2014 if a first year Advanced Practice Student and 2012-2013 if a second year Advanced Practice Student;

3. To provide the School of Social Work with complete documentation of expenses related to the Traineeship as required;

4. To keep the Program Coordinator informed of employment obligations while a student receiving IV-E funds. **Please note that employment and other obligations cannot interfere with classroom, field and required IV-E scheduled activities;**

5. Upon graduation, to search for, apply to, and accept within 6 months from the date of graduation a professional level position **only in the State of Wisconsin** performing public child welfare functions. The Trainee agrees to remain employed in such a position for at least 12 months of full-time Title IV-E employment if in the Title IV-E program for one to two years and 24 months for three to four years. Work payback begins on the first eligible date as defined in Appendix 1.

6. To provide the Program Coordinator with the required job search documentation. Prior to accepting any employment, trainees must confirm with the Program Coordinator that the proposed employment meets the criteria for Title IV-E work payback including, if necessary, a position description on agency letterhead with supervisor’s name, address, phone number and e-mail;

7. To report to the Program Coordinator any changes in employment within 30 days of the occurrence of each until completion of the work payback requirement. Time spent unemployed, between IV-E qualified positions, or in non-Title IV-E qualified positions does not count toward the work payback requirement;

8. To provide the Program Coordinator in writing, from the time of the Training Program through discharge of the Trainee’s Employment Payback Obligation, changes in address, telephone number, cell phone number and e-mail address within 30 days of such occurrence. Federal guidelines governing child welfare traineeships (SEC.429 {42.U.S.C.628a}) obligate the Social Work Professional 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 this contract, Child Welfare Training students agree to provide current contact information to the Child Welfare Coordinator for three (3) years after graduation in order to fulfill this federal requirement.
9. If trainee fails to complete all years of the Title IV-E training program as determined the School of Social Work, Trainee will be required to pay back in full within 90 days all monies received as determined by the School of Social Work while a trainee in the program;

10. If Trainee fails to accept or otherwise obtain public child welfare employment within the 6 month search outlined in this agreement, the Trainee agrees to reimburse to the university the total amount of the traineeship as determined by the School of Social Work within 90 days of the end of the 6 month search period. If Trainee does not comply with this provision, the Trainee agrees to pay the university’s cost of enforcement, including but not limited to, attorney fees;

11. If Trainee terminates public child welfare employment or is terminated from public child welfare employment for any reason other than cause and does not accept new qualified employment within 90 days of termination, the Trainee agrees to reimburse to the university the proportion of the traineeship equivalent to the proportion of the work requirement that remains incomplete as determined by the School of Social Work. Such reimbursement must be made within 90 days of termination. If Trainee does not comply with this provision, the Trainee agrees, in addition to pay the university’s cost of enforcement, including but not limited to, attorney fees;

12. If Trainee is terminated from employment for cause, the Trainee must reimburse the university the proportion of the traineeship equivalent to the proportion of the work requirement that remains incomplete as determined by the School of Social Work. Such reimbursement must be made within 90 days of termination. If Trainee does not comply with this provision, the trainee also agrees to pay the university’s costs of enforcement, including but not limited to, attorney fees;

13. If the Trainee is unable to fulfill the Title IV-E work payback commitment due to severe and permanent disability, a critical family illness or other hardship circumstances, the university, after having received the appropriate supporting documentation from the Trainee, and with the approval of the Division of Children and Families may defer or exempt the Trainee from the commitment;

14. The Program Coordinator is in charge of decisions regarding day-to-day operations of the IV-E Program and all questions and concerns regarding the program should be initially discussed with the Program Coordinator. If in the judgment of the Program Coordinator and Principal Investigator, Trainee fails to comply with the training provisions of this contract, Trainee consents to immediate termination of any payment or other funding, under this traineeship agreement, regardless of enrollment status without any further notice or hearing and agrees to pay back within 90 days the full amount paid to the Trainee. If Trainee has a complaint regarding a decision made by the Program Coordinator, Trainee may discuss her or his complaint with the Principal Investigator;
15. If it is determined at any point during Trainee’s educational period or work payback, that Trainee was in violation of Wisconsin Caregiver Law either by omitting information on the background check or by having performed an action eliminating the Trainee from work in public child welfare, Trainee will forfeit all funds either promised to her/him or given to her/him and within 90 days of any such determination, must repay all IV-E funds received as determined by the School of Social Work.

Kristen Shook Slack, Ph.D  
Director & Principal Investigator

Ellen Smith M.S.S.W.  
Program Coordinator/Lecturer

Child Welfare Trainee

Darrell Bazzell  
Vice Chancellor

Appendix 1: Definitions

Public Child Welfare Position - a position in the State of Wisconsin performing public Child Welfare functions in a State, County or Tribal Agency or agency under contract with a state or county agency where the services are provided under the direction of the state or county agency and the state or county remains responsible for child placements.

Payback Requirements - The day on which the trainee begins her/his employment is considered to be the date on which the “payback” portion of the IV-E contract commences. If a IV-E trainee is offered a IV-E position prior to graduation and the trainee accepts such a position, the work payback portion of the IV-E contract does not commence until the date of graduation; If trainee is currently employed in a Public Child Welfare position (CPS, Foster Care or Special Needs Adoption) at the time of graduation from the Child Welfare Training Program and intends to stay in their current position through their work payback period, the date of employment for Title IV-E work payback purposes is the date of graduation;
**Job Search Documentation** - The required documentation includes copies of all application letters along with completion of the IV-E Employment Activity Log, which must include a copy of resume, application letters, information on job applications, interviews, job offers, and acceptance or denial of positions at the 3 month interval and again at the 6 month interval. Additionally a release of information from contacted employers must be provided to the Program Coordinator upon request. The Employment Activity Log must be submitted to the Program Coordinator also upon starting a new position. Prior to accepting any employment, trainees must confirm with the Program Coordinator that the proposed employment meets the criteria for Title IV-E work payback including, if requested, providing a position description on letterhead with supervisor’s name, address, phone number and e-mail;

**Changes in Employment** - This includes, but is not limited to the following: If a trainee voluntarily terminates her/his employment prior to completion of the payback requirement s/he must provide the Program Coordinator with documentation of the reasons for leaving such employment and immediately begin a new job search. The trainee is responsible for actively seeking out and accepting qualified new employment within a 90 day period and must provide the Program Coordinator with documentation of employment-related activities as outlined in the Job Search documentation requirement;

**Traineeship-related activities** - Trainee Orientation, Child Welfare Dialogues, Outcome evaluation study and follow-up activities associated with these required events and other special trainings;

**Trainee-related expenses** - Conference programs and registration receipts.