



SCHOOL OF SOCIAL WORK
Public Child Welfare Training Program
UNIVERSITY OF WISCONSIN-MADISON

2018-2019 Contract for ALL BSW

Title IV-E Public Child Welfare Training Program 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 Title IV-E Training Program in Public Child Welfare at the UW-Madison School of Social Work is designed to educate and train BSW and MSW social work students for preparation for employment in Public Child Welfare in the State of Wisconsin.

The School agrees to provide the Trainee with the following:

1. Tuition (In-State or MN Compact) and fees (segregated, non-qualified, and other class) for the academic year (fall 2018, spring 2019, summer 2019);
2. A one-time Stipend of **\$750** to be used for books and supplies. An additional **\$750** will be provided for travel to and from the field site for students placed outside of Dane County;
3. 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;
2. To maintain full-time status as an undergraduate student (carrying a minimum of 12 credits each semester in the program) in good standing and meet the requirements for Undergraduate Degrees (found in the Undergraduate Guide) and the School of Social Work Student Rights and Responsibilities (<https://socwork.wisc.edu/students/resources/rights>);
3. To satisfactorily complete **one (1)** year of the training program (2018-2019);
4. To provide the School of Social Work with complete documentation of expenses related to the Traineeship;
5. To limit employment and to notify the Program Coordinator of employment while a student receiving IV-E funds. **Please note that employment schedules and other obligations cannot interfere with classroom, field and required IV-E scheduled activities;**
6. Upon graduation, to search for, apply to, and accept, within 6 months from the date of graduation, a professional level position **in the State of Wisconsin** performing public child

welfare functions. The trainee further agrees to remain employed in such a position for the equivalent of at least 12 months of full-time employment for each academic year trainee received IV-E funds from the School of Social Work. Work payback begins on the first eligible date defined in Appendix 1;

7. 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 letterhead with supervisor's name, address phone number and e-mail;
8. 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 Title IV-E qualified positions, or employed in non-Title IV-E qualified positions does not count toward the payback;
9. 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}) obligates 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 Program Coordinator for three (3) years after graduation in order to fulfill this federal requirement;
10. If trainee decides to pursue an MSW immediately following graduation from the BSW program, the trainee's Title IV-E work obligation can be deferred until completion of the MSW program. In order to be eligible for this deferral the following requirements must be met:
 - 1) Trainee applies again to the Child Welfare Training Program as a graduate student and if accepted;
 - 2) Trainee successfully completes both the required classroom courses and field seminar required of an MSW Public Child Welfare Training student. The trainee's Title IV-E work payback is then a minimum of 24 months.

NONPERFORMANCE

11. If Trainee fails to complete the one year of the BSW training program (2018-2019), Trainee will be required to pay back in full all monies received while a trainee in the program within 90 days of their last day of enrollment in the BSW IV-E program;
12. If Trainee upon completion of the BSW program decides to pursue an MSW degree but does not apply to the Child Welfare Training program, trainee will be required to pay back in full all monies received while a BSW trainee in the Title IV-E program as determined by the School of Social Work within 90 days of graduation;
13. If Trainee upon completion of the BSW program, decides to pursue an MSW degree and applies but is **not accepted** into the MSW Child Welfare Training Program, Trainee will be required to begin their work payback search immediately upon notice of nonacceptance into the program **or** pay back in full all monies received while a trainee in the program as determined by the School of Social Work within 90 days of graduation. If Trainee decides to proceed with Title IV-E work payback, Trainee is expected to follow the employment search requirements designated in #6, 7, 8 and 9 above;
14. 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;
15. 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;
16. If a trainee is terminated from employment for cause, the trainee must 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;
17. 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 Department of Children and Families may defer or exempt the trainee from the commitment;
18. 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;
19. 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 deeming them ineligible to 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;

20. If Trainee does not comply with any of the provisions relating to reimbursement, pay back, or repayment of funds received, the Trainee agrees, in addition, to pay the university's cost of enforcement, including but not limited to, attorney fees.

Kristen Shook Slack, Ph.D.

Principal Investigator

Date

Stephanie Robert, Ph.D.

Director & Co-Principal Investigator

Date

Ellen Smith, MSSW

Program Coordinator & Co-Principal Investigator

Date

Child Welfare Trainee

Date

Laurent Heller

Vice Chancellor for Finance & Administration

Date

Appendix 1: Definitions

Academic Good Standing and Satisfactory Progress – BSW students must meet the Degree Requirements set by the College of Letters & Sciences (http://pubs.wisc.edu/ug/ls_degrees_babs2011.htm) and must earn at least a BC grade in their field courses (SW400 and SW401). Students should also reference “Significance of the Field Course Grade” in the Social Work Field Handbook (<http://socwork.wisc.edu/files/field/FieldHandbook.pdf>).

Changes in Employment - This includes, but is not limited to voluntary termination, termination for cause, layoff, etc.

Equivalent of Full-Time Employment - Part-time work payback will be calculated to be a percentage of full-time work, extending the term of work payback. The percentage will be calculated by the Program, in coordination with the Trainee.

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, every 60 days after graduation until submitting documentation of accepting a qualified Title IV-E position. 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;

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.

Public Child Welfare Position - a position in the State of Wisconsin performing public Child Welfare functions in a State, County or Tribal Agency.

Traineeship-related activities - Trainee Orientation, Child Welfare Dialogues, evaluation studies, and follow-up activities associated with these required events and other special trainings.

Traineeship-related expenses – Conferences or Program-related travel. Prior approval by Program Coordinator approval required for all expenses.