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School of Social Work
UNIVERSITY OF WISCONSIN-MADISON

EXAMPLE CONTRACT

2024-2025 Contract for ALL Part-Time MSW

(Generalist, Advanced Practice, Advanced Standing)

Title IV-E Public Child Welfare Training Program Students

This contract is executed by and between **_Trainee First and Last** 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 **August 7, 2024** 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 and fees (segregated, non-qualified, and other class) for the academic year (summer 2024, fall 2024, spring 2025, summer 2025);
2. One-time Stipend amount of **$750** to be used for books and supplies. An additional amount of **$750** 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**;
3. A stipend in the amount of **$5400** for trainees in their Generalist year field placements paid in two installments or **$8100** for trainees in their Advanced Practice year field placements paid in two installments. Stipends are intended to support students during their field years when paid work hours need to be reduced or eliminated. **Trainees in a fully or partially paid Place of Employment will not receive a stipend for the term of their paid employment.** A stipend may be reinstated if paid employment discontinues during the field placement;
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;
2. To maintain part-time status as a graduate student (defined as carrying a minimum of 4 credits each semester in the program) in good standing and meet the criteria for satisfactory progress

as defined in the Graduate School Guide and the School of Social Work Student Rights and Responsibilities (https://socwork.wisc.edu/students/rights);

3. To satisfactorily complete the required years of the training program: 2024-2028 if a first year Generalist student; 2024-2027 if a second year Generalist student; 2024-2026 if a first year Advanced Practice Student and 2024-2025 if a second year Advanced Practice Student;
4. To provide the School of Social Work with complete documentation of expenses related to the Traineeship as required;
5. 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**;
6. To immediately notify the Program Coordinator by email if taking an extended leave of absence from classes. The Trainee must work with the Program Coordinator and an MSW Program advisor **at time of withdrawal** on a plan for reentering within two years;
7. 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 the equivalent of at least 12 months of full-time Title IV-E employment if in the Title IV-E program for one to two academic years and at least 24 months of full-time Title IV- employment if in the Title IV-E program for three to four academic years. Work payback begins on the first eligible date as defined in Appendix 1;
8. 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;
9. 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;
10. 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 (42.U.S.C. § 626 (2006)) obligate the Social Work Professional Program to "track the employment record of the recipient [for 3 years], 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." By signing this contract, Trainee agrees to provide current contact information to the Program Coordinator for three (3) years after graduation in order to fulfill this federal requirement.

NONPERFORMANCE

11. If Trainee fails to complete all years of the Title IV-E training program as a student, Trainee will be required to pay back in full within 90 days of their last day of enrollment in the IV-E Program all monies received as determined by the School of Social Work while a trainee in the program;

12. If Trainee fails to notify the Program Coordinator regarding an extended leave of absence prior to beginning that leave, fails to meet with the Program Coordinator and an MSW Advisor to form a plan for reentry, or chooses not to form a plan for reentry, Trainee will be required to pay back in full all monies received while a trainee in the program within 90 days of beginning their leave;

13. 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;

14. 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;

15. 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;

16. 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;

17. 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 Investigators, 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;

18. 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;

19. 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.

Alice Egan, MSW Program Coordinator	Date
Trainee First Trainee Last Child Welfare Trainee	Date
University Rep First and Last UW-Madison	Date

Appendix 1: Definitions

Academic Good Standing and Satisfactory Progress – The Graduate School sets minimum standards that all graduate students in the university must meet. The Graduate School Catalog, http://grad.wisc.edu/catalog, includes the Graduate School's minimum degree requirements and Satisfactory Progress Criteria chart, as well as the School of Social Work's degree requirements and Satisfactory Progress Criteria chart.

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.

Extended Leave of Absence – An extended leave of absence requires that the Trainee be eligible to withdraw from the MSW program and be eligible to return in good standing within 24 months. Speak to an MSW Advisor for more details regarding withdrawal and returning. For the purposes of the Title IV-E Program, an Extended Leave of Absence will not extend beyond 24 months.

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.

First Eligible Date - 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 or Foster Care) 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.

Place of Employment - A trainee employed in child welfare can request to have a field placement in their place of employment. Individuals in this placement must fulfill all of the terms and policies of a

place of employment field placement as defined in the Part-Time Program Field Handbook and its supporting documents. Under certain conditions, the placement may be fully paid, partially paid, or unpaid by the employer.

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.