

**TITLE IV-E CHILD WELFARE EDUCATION PROGRAM  
MASTER OR BACHELOR OF SOCIAL WORK DEGREE  
STUDENT AGREEMENT**

**Academic Year 2015-2016  
AGREEMENT BETWEEN**

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*(Hereinafter referred to as Educational Institution)*

**AND**

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*(Hereinafter referred to as Title IV-E Child Welfare Education Program student or IV-E Program student)*

**AND**

**The Georgia Department of Human Services/Division of Family and Children Services (hereinafter referred to as DFCS)**

**I. RESPONSIBILITY OF Title IV-E Program student:**

- A. If currently employed by DFCS, present a completed Staff Enrichment and Educational Development (S.E.E.D.-work study) form as required for the initial interview and at the beginning of each semester the IV-E Program student is enrolled in school.
- B. To participate in, and successfully complete the DFCS criminal background check, fingerprinting and drug screening process, upon entry into the Program and again upon employment with DFCS. If the IV-E Program student has been or is at any time convicted of a crime deemed to be disqualifying for DFCS employment, has a positive drug screen, or otherwise fails to successfully complete the processes, the student will be ineligible for, and/or terminated from the Program, and will be responsible for repaying to DFCS any funds expended in accordance with the Program. If the IV-E Program student has a new incident of arrest/conviction, the student **is** required to disclose all arrests and/or convictions while participating in the Title IV-E Child Welfare Education Program (IV-E Program) **within 7 days of the incident**. Failure to do so will result in the student becoming ineligible for, and/or terminated from, the Program, and will be responsible for repaying to DFCS any funds expended in accordance with the Program.
- C. To disclose any previous history with DFCS Social Services. This includes but is not limited to: being a Foster Parent, having an active or closed case in Child Protective Services, Foster Care, and Adoptions or having an open or closed Family Support or any other case under DFCS Social Services in Georgia or any other jurisdiction. To participate in and successfully complete the Child Protective Services screening process. If the IV-E Program student has history with DFCS that is deemed to be disqualifying for DFCS employment, the student will be ineligible for, and/or terminated from the Program and be responsible for repaying to DFCS any funds expended in accordance with the Program.
- D. To successfully complete the necessary courses to receive a Bachelor and/or Master of Social Work degree from above stated college/university. Said courses will include two specified child welfare courses as designated by the School of Social Work and approved by the Division of Family and Children Services.
- E. To successfully complete the concentration practicum (Internship) required by the BSW and/or MSW degree program in a DFCS office working in direct child welfare service provision. BSW and MSW students must complete the School specific practicum hours in a DFCS office. If the Title IV-E Child Welfare Education Program student is a current DFCS employee and has three years or more of work

experience with DFCS in services in a position of Social Services Protect and Placement Specialist (SSPPS) or higher, an administrative placement within DFCS or placement in an agency serving IV-E eligible children may be approved.

- F. To adhere to the National Association of Social Workers (NASW) Code of Ethics and abide by State and Federal laws.
- G. To provide use of an automobile as necessary and allowed for in the practicum and have and provide proof of a valid driver's license and auto liability insurance.
- H. To seek and accept employment in DFCS in the position of Social Services Protect and Placement Specialist (SSPPS) within 60 days following graduation OR if already employed by DFCS in a social services position, continue employment in DFCS child welfare. No later than three months prior to graduation, non-DFCS students or students employed by DFCS in non-child welfare positions will be required to submit the names of their five preferred DFCS counties of employment. Students will be matched with existing vacancies in those counties. **If there are no vacancies identified in the preferred counties within 30 days of graduation, the student will be matched with a county anywhere in the state.** The student agrees to be available to begin employment within 30 days following graduation. All students must be officially hired in a DFCS office in a child welfare position within 60 days following graduation. **Failure by the student to accept employment is a violation of this agreement, and renders the student liable for the full amount of funds expended pursuant to the program.**
- I. **The student must render a minimum of one calendar year of continuous and satisfactory full time employment with DFCS in a child welfare position, in exchange for each academic year of IV-E funding. Failure by the student to fulfill this requirement is a violation of this agreement, and renders the student liable for the full amount of funds expended pursuant to the program.**
- J. The IV-E Program Student must verify identity and employment eligibility in the United States (U.S.) by providing the DFCS representative with documentation that verifies the aforementioned information. The student is also required to maintain their eligibility for employment in the U.S. throughout the period of participation in the Title IV-E Child Welfare Education Program, and including the required employment period. Failure to do maintain their employment eligibility for working in the U.S. will result in the IV-E Program Student having to repay all funds expended for their education while in the IV-E Program.
- K. To begin fulfilling the total IV-E Program work commitment upon graduation from the MSW program if you were a BSW student who immediately pursued the MSW degree upon graduation from the BSW program.
- L. To agree for the Educational Institution to release information as necessary for participation in the program to an authorized representative of the Division of Family and Children Services.
- M. To provide the State Office, Education and Training Services Section, of any change in name, address or place of employment until the employment payback is over or any amount owed under this agreement is paid in full or otherwise retired.
- N. To provide the State Office, Education and Training Services Section, any information requested by the Educational Institution or DFCS. Failure to provide information within the times frames of the requestor will be just cause to remove the student from the IV-E Program.
- O. To participate in all evaluations of this Program as requested by the Educational Institution and/or DFCS during and following the grant period.

## II. RESPONSIBILITY OF THE EDUCATIONAL INSTITUTION/DFCS:

- A. To assign the IV-E Child Welfare Education Program student to a required practicum in a DFCS office for the required number of hours. If working on the MSW degree and the recipient has, at least three years work experience with DFCS in child welfare services, an administrative or supervisory placement may be approved by DFCS and the Educational Institution.
- B. To provide the IV-E Child Welfare Education Program student with monies for each academic year (as determined by the Educational Institution) contingent upon availability of Title IV-E Child Welfare Education Program funds, while the IV-E Child Welfare Education Program student participates in the Program and meets the conditions of the student agreement.
- C. To suspend or terminate IV-E Child Welfare Education Program student support payments if the IV-E Child Welfare Education Program student is not performing satisfactorily because of a problem which cannot be corrected.
- D. To advise the IV-E Child Welfare Education Program student of the amount of employment payback time to DFCS based on the number of academic years the student has received funding (one-year employment payback for each academic year of IV-E Child Welfare Education Program Funding). Payback amount is calculated from total monies provided student (books, mileage, tuition, and other items). If student leaves employment before the payback time is completed, the amount owed to DFCS will be prorated.
- E. To assist the IV-E Child Welfare Education Program student in locating a child welfare position and fulfilling employment requirements of this agreement, unless DFCS is precluded from providing employment by DHS/DFCS requirements, due to legislative budget cuts, position freezes or other circumstances beyond DFCS' control in which case the stipend recipient is relieved of this obligation to work for DFCS and not required to reimburse the educational institution for amounts received by the IV-E Child Welfare Education Program student under the agreement.

## III. GENERAL PROVISIONS:

- A. If the IV-E Child Welfare Education Program student's education is discontinued prior to completion of the BSW and/or MSW degree, or the IV-E Child Welfare Education Program student fails to attain the desired degree, does not remain in "good standing" as defined by the Educational Institution, or does not become employed with a DFCS office in a child welfare position within 60 days of graduation, then the IV-E Child Welfare Education Program student shall reimburse DFCS the total amount of the IV-E Child Welfare Education Program monies received under this agreement.
- B. If the IV-E Child Welfare Education Program student who is already employed by DFCS terminates employment for any reason (**voluntarily, involuntarily**) prior to fulfillment of the work obligation set forth in paragraph I. G., above, then the IV-E Child Welfare Education Program student shall reimburse DFCS for the total amount of the IV-E Child Welfare Education Program monies received under this agreement.
- C. If the IV-E Child Welfare Education Program student completes a portion of the work obligation but fails to complete the total work obligation with DFCS, the IV-E Child Welfare Education Program student will reimburse DFCS a proportional amount of the total IV-E Child Welfare Education Program monies received for each month short of the employment obligation with DFCS.
- D. If for any reason the IV-E Child Welfare Education Program student interrupts studies and delays graduation, the IV-E Child Welfare Education Program student must notify the Educational institution and the DFCS Education and Training Services Section and either request a deferral due to hardship

that defers the employment obligation for an agreed upon time, or repay the IV-E Child Welfare Education Program funds expended.

- E. It is understood by all parties that all information regarding the student's performance while in school or practicum will be shared between the educational institution and DFCS. Work performance of IV-E Child Welfare Education Program students who are DFCS employees will also be shared when it pertains to school performance, violations of National Association of Social Workers Code of Ethics and/or ability to remain employed with DFCS.
- F. It is understood by all parties that if the IV-E Child Welfare Education Program student breaches this agreement and defaults on repayment of the IV-E Child Welfare Education Program funds expended, a complaint against the student will be reported to the State Licensing Board, and a civil action may be initiated against the student.**
- G This agreement shall commence upon disbursement of any portion of the IV-E Child Welfare Education Program monies to or on behalf of the student and shall terminate upon successful completion of the required employment or reimbursement by the student. This agreement is made with the understanding that it shall be interpreted and enforceable under the laws of the state of Georgia within the jurisdiction and venue of the state of Georgia. This agreement contains or has attached hereto all of the terms and conditions agreed upon between the parties herein. In witness thereof, this agreement is signed and entered into on the date entered below.

\_\_\_\_\_  
**Name of IV-E Child Welfare Education  
 Program Student**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
**Social Security Number**

\_\_\_\_\_  
**Educational Institution/Name of Dean or  
 Designee**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
**GA DHS/DFCS  
 Name of Division Director or designee**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date