UNIVERSITY OF TEXAS AT EL PASO

DEPARTMENT OF SOCIAL WORK

CHILD WELFARE TRAINING COLLABORATIVE

CPS-CWTC PARTNERSHIP

STIPEND AGREEMENT

MASTERS OF SOCIAL WORK (MSW)

Effective for 2018-2019 Incoming Students

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CWTC

Child Welfare Training Collaboration

A CPS-UTEP Department of Social Work Partnership

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Part I: Introduction

Child Welfare Training Collaborative (CWTC) is the Title IV-E Educational Project housed in the University of Texas at El Paso (UTEP) Department of Social Work. CWTC is a partnership with the Texas Department of Family and Protective Services (DFPS) Children's Protective Services (CPS) that focuses on CPS employees for the Master of Social Work (MSW) education in working with children and families with the goal of continued employment with the state CPS. Applicants must meet requirements set by CPS leaders prior to being considered and accepted for the UTEP MSW Program. Eligible CPS employees must apply and be formally admitted into the UTEP MSW Program, meet all curricular and graduation requirements, and complete their MSW degree within the allowable time frame. Additional CWTC requirements are outlined in this guidebook.

Part II: Administrative Guidelines Stipend/Agreement

GUIDELINES FOR CPS EMPLOYEES

A. Eligibility

1. *CPS employees who are in a Title IV-E eligible position (see attachment), have been employed for at least two (2) years from their hire date, and perform their work at a satisfactory level for production (performance) and attendance are eligible to apply for a CWTC stipend.*

2. *If only limited stipends are available, the SPA-ROSA will schedule interviews with the Regional Stipend Committee. The Committee members will review all documentation and based on the applicant's interview, the committee approves or disapproves the stipend. Interviews will be conducted only for the first placement unless the Committee determines that another face to face interview with the employee is preferred.*

3. *A stipend is awarded to a student once they have satisfied all requirements and the contract is received as approved from CPS State Office (SO) at the beginning of a semester.*

4. *The student may not receive the full amount of the stipend given that goes towards their financial aid with UTEP's Financial Aid/Scholarships department.*

B. Payback

1. *Receipt of a stipend requires a commitment to continue working in a DFPS Title IV-E eligible position based on the number of semesters for which the stipend is received.*

2. *A semester is either a fall, spring or summer semester.*

3. *Employees would be committed to four (4) months of employment for every semester that a stipend is awarded and not to exceed the total amount allocated.*

4. *Employee's payback (either through CPS employment or through financial repayment) begins immediately after termination of the contract (For further specifics regarding the termination of the contract, please refer to the DFPS stipend agreement), or graduation from the MSW Program at UTEP. Note: Payback arrangements are indicated directly to the employee from DFPS State Office.*

5. *Students who are in the military reserve and are called to active duty must obtain a formal leave of absence from CPS and the Department of Social Work at UTEP.*

C. Administrative

1. *Only CPS employees in eligible Title IV-E positions are eligible to apply for the stipend, and must work in eligible IV-E CPS positions upon completion of their MSW degree.*

2. *CPS employees complete two (2) years of practicum in or outside of CPS, on their own time, outside of their normal 40-hour work week.* ***Note: Should student complete a one (1) year practicum in CPS, their practicum must be completed (in a different program) with a different supervisor****.*

3. *CPS Employees have the ability to request Educational Leave if they meet the criteria and is approved by regional management. Refer to CPS Policy on Educational Leave.*

4. *CPS employees will abide by work performance requirements/responsibilities and work habits outlined by CPS at all times.*

5. *The student's academic standing at the end of each semester and upon graduation will be provided to the ROSA-SPA and State Office contract manager as part of the CPS requirements.*

6. *Students will be pro-active in addressing concerns/challenges with the Practicum Coordinator regarding practicum issues, with the Project Manager regarding overall issues related to the stipend contract or with their respective supervisor and the ROSA-SPA concerning work related areas.*

7. *CPS employee performance concerns/issues that pose a potential threat/challenge to the stipend contract will be addressed at the different levels of the CPS-CWTC process in an effort to identify any opportunities to adequately address and support the stipend recipient and will also be discussed between the CPS ROSA-SPA and the CWTC Project Manager as deemed appropriate.*

Other CWTC Requirements

1. *Students are required to attend each CWTC training offered unless they have received an excused absence in advance from the CWTC project staff.*

2. *Students are required to attend additional events hosted by CWTC throughout the year such as, stipend student gathering's, and one-on-one meetings with the CWTC staff. Should the student not be available to attend these events, their absence must be excused by the project staff.*

3. *Students agree to participate in ongoing and post-graduation evaluations of the CWTC program.*

University of Texas at El Paso

Masters of Social Work

Child Welfare Collaborative Training Project (CWTC)

CWTC Student Agreement

I, _____, have received and read the **Child Welfare Training Collaborative Project Stipend Agreement,** *and agree to be bound by the provisions and specific degree plans and/or requirements. I further understand that the DFPS Stipend Agreement will provide specific contract information about my participation in this educational program as a part-time MSW student. I understand that the UTEP Department of Social Work and CWTC reserves the right to modify information provided in this document.* ***This agreement must be in accordance with the CWTC and DFPS members prior to signing the CPS Stipend Contract. Failure to do so may result in postponement or cancellation of the stipend.***

Student's Signature _____ *Date:* _____

Title IV-E Stipend Eligible Positions

Pac	*Subject matter Experts (SME)*	*PAC*	*Direct Delivery -FGDM*
11000	*DISABILITY SPECIALIST*	*11007*	*FAMILY GROUP DECISION MAKING SPECIALIST*
11000	*EDUCATION SPECIALIST*	*11007*	*FGC COORDINATOR*
11000	*INTENSIVE ADOPTION SUPPORT SPECIALIST*	*PAC*	*DIRECT DELIVERY KINSHIP*
11000	*YOUTH SPECIALIST*	*11009*	*KINSHIP PROGRAM DIRECTOR*
PAC	*PROGRAM SUPPORT*	*11009*	*KINSHIP PROGRAM DIRECTOR ADMIN TECH*
11500	*FOSTER CARE ELIGIBILITY SUPERVISOR*	*11009*	*KINSHIP SUPERVISOR*
11500	*FOSTER CARE ELIGIBILITY SPECIALIST*	*11009*	*KINSHIP ADMIN RECH*
11500	*FOSTER CARE ELIGIBILITY ADMIN SUPPORT*	*11000*	*KINSHIP WORKER*
PAC	*DIRECT DELIVERY-FUN UNIT-CVS*	*14000*	*KINSHIP WORKER*
11005	*PROGRAM DIRECTOE-CVS*	*PAC*	*DIRECT DELIVERY-OTHER*
11005	*PROGRAM DIRECTOR-CVS ADMIN SUPPORT*	*11000*	*PROGRAM DIRECTOR ADMIN SUPPORT*
11005	*CVS SUPERVISOR*	*11000*	*CENTRALIZED PLACEMENT SUPERVISOR*
14000	*CVS SUPERVISOR*	*11000*	*CENTRALIZED PLACEMENT CASEWORKER*
11005	*CVS CASEWORKER*	*11000*	*CENTRALIZED PLACEMENT ADMIN SUPPORT*
14000	*CVS CASEWORKER*	*11000*	*I SEE YOU SUPERVISOR*
11005	*CVS UNIT ADMIN TECH*	*11000*	*I SEE YOUR CASEWORKER*
14000	*CVS UNIT ADMIN TECH*	*11000*	*I SEE YOU ADMIN SUPPORT*
11005	*CVS UNIT HST*	*11100*	*PAL SUPERVISOR*
14000	*CVS UNIT HST*	*11100*	*PAL CASEWORKER*
PAC	*DIRECT DELIVERY-FAD**	*11100*	*PAL ADMIN SUPPORT*
11012	*PROGRAM DIRECTOR-FAD*	*PAC*	*SMES-DIRECT REPORTS TO SO*
11012	*PROGRAM DIRECTOR-FAD ADMIN SUPPORT*	*11000*	*CPS RES TREATMENT PLACEMENT COORDINATOR*
11012	*FAD TRAINER*		
11012	*FAD SUPERVISOR*		
14000	*FAD CASEWORKER**		
11012	*FAD CASEWORKER**		
11012	*FAD RECRUITER*		
11012	*FAD FAITH BASED CASEWORKER*		
11012	*FAD ADMIN TECH*		
11012	*FAD UNIT HST*		