



**Title IV-E Stipend Program
Budget "Allowables"
Guidelines for the Field Model
Fiscal Year 2016-2017**

How to use this document:

- ✓ The Title IV-E field model stipend program requires schools to plan carefully how Project Coordinator and Child Welfare Instructor time will be used to implement the activities required by the field model, in addition to teaching responsibilities.
- ✓ See Position Description document for details of the responsibilities, activities and duties for each personnel line time below.

MSW Program

Personnel Basics

1. The total number of full-time and part-time students allocated to a school determines the number of FTEs for Child Welfare Instructors and Administrative/Clerical Support that is allowable in the IV-E budget.
 - Schools will be asked to submit a Fall 2016 CSIS current student enrollment report by **September 1, 2016** to CalSWEC to establish an enrollment baseline for FY 16/17. CalSWEC will continue to monitor FTEs throughout the year via CSIS reports.
 - CalSWEC may request that schools reduce their FTE levels if CSIS data confirms that schools have not enrolled the required number of students.
2. Schools must describe their staffing using the categories listed below. Complete job descriptions must be on file and available at each school.
3. The following staffing levels are set on the basis of a maximum of sixty-five (65) students, usually between 35 to 40 full-time students and 20 to 25 part-time students.
 - FTEs may be apportioned among multiple staff members.

Title IV-E Field Model Guidelines:

- The PC line should generally dedicate approximately 75% of total effort to the new model with the rest dedicated to administrative, budget and/or policy work related to the contract.
- The CWI line should generally dedicate approximately 75% of total effort to the new model activities with the rest dedicated to teaching courses or seminars that deliver the CalSWEC competencies.



Personnel Line	Range (12 months)	Per Student Methodology	
Project Coordinator	1.0 FTE	None	
Child Welfare Instructors See budget justification template for responsibilities, activities and duties.	1.0 – 5.25 FTE	<i>Student Allocation</i>	<i>FTE Child Welfare Instructors</i>
		1-12	1.0
		13-24	2.0
		25-36	3.0
		37-48	4.0
		49-60	5.0
		61-65	5.25
Administrative/Clerical Support See budget justification template for responsibilities, activities and duties.	0.75 - 2.75 FTE	<i>Student Allocation</i>	<i>FTE Administrative Clerical Support</i>
		1-20	0.75
		21-40	1.5
		41-60	2.25
		61-65	2.75
Fiscal/Accounting Support See budget justification template for responsibilities, activities and duties.	0.25 FTE	None	

Student Support Costs

- Each graduate school program is allowed up to a maximum of sixty-five (65) full- and/or part-time students, usually broken out to forty (40) full-time stipends and twenty-five (25) part-time students. Part-time students should be current county employees enrolled in the Title IV-E part-time program. **Full-time Stipends:** \$18,500 per full-time student. Each student is allowed up to two academic years of support, which is contingent upon good academic standing and the availability of Title IV-E funding. Stipend allocations are generally split evenly between first and second year students.
- Part-time Tuition, Fees, and Books:** Each part-time student is typically allowed three years of support, contingent upon good academic standing and the availability of Title IV-E funding. Part-time students are reimbursed for the cost of tuition, fees and books associated with attending the university (not to exceed \$10,164 per student). ***In your budget, actual tuition, fees and book costs should be reflected, not the cap.***
- Part-time Student Travel:** Each part-time student's daily roundtrip expenses between the student's home/work to field placement or to the campus may be reimbursed at the current institutional reimbursement rate. (Reimbursement rates, however, cannot exceed those established by the Regents of the University of California – currently @ \$ 0.575/mile for 2015). Trips to and from the student's home and work are considered standard commuting and cannot be reimbursed. In the event that the student's field placement is at the same location as his



worksite, and his field placement day occurs on the same day as a work day, travel to and from the student's home to the worksite cannot be reimbursed. Each part-time student may also be reimbursed the actual costs for tolls and parking up to a maximum of \$10 per day. The amount per student should not exceed \$4,000.

***Program Support Costs are the same for all (MSW-BASW-Pathways) programs.
Please see the Program Support Costs section at the end of this document.***

BASW Program

Personnel Basics

1. The total number of full-time and part-time students allocated to a school determines the number of FTEs for Child Welfare Instructors and Administrative/Clerical Support that is allowable in the Title IV-E budget.
 - Schools will be asked to submit a Fall 2016 CSIS current student enrollment report by **September 1, 2016** to CalSWEC to establish an enrollment baseline for FY 16/17. CalSWEC will continue to monitor FTEs throughout the year via CSIS reports.
 - CalSWEC may request that schools reduce their FTE levels if CSIS data confirms that schools have not enrolled the required number of students.
2. Schools must describe their staffing using the categories listed below. Complete job descriptions must be on file and available at each school.
3. The following staffing levels are set on the basis of a maximum of twenty-four (24) students, which may be split between full- and part-time.
 - FTEs may be apportioned among multiple staff members.

Personnel Line	Range (12 months)	Per Student Methodology	
Project Coordinator	0.25 - 1.0 FTE		
Child Welfare Instructors See budget justification template for responsibilities, activities and duties.	1.0 – 2.0 FTE	<i>Student Allocation</i>	<i>FTE Child Welfare Instructors</i>
		1-12	1.0
		13-24	2.0
Administrative/Clerical Support See budget justification template for responsibilities, activities and duties.	0.75 FTE	<i>Student Allocation</i>	<i>FTE Administrative/Clerical Support</i>
		1-24	0.75
Fiscal/Accounting Support See budget justification template for responsibilities, activities and duties.	0.15 FTE	None	



Student Support Costs

Each public school participating in the BASW program may enroll up to 24 full-time and/or part-time students each year. Each part-time student could receive up to 3 years of support. ***Actual tuition, fees and book costs should be reflected, not the cap.***

- **Stipends:** \$15,000 stipend in final year of study in the BASW Program.
- **Tuition, Fees and Books:** Each part-time student is reimbursed for the cost of tuition, fees and books associated with attending the university (**not to exceed \$10,164**).
- **Student Travel:** Each part-time student's daily roundtrip expenses between the student's home/work to field placement or to the campus may be reimbursed at the current institutional reimbursement rate. (Reimbursement rates, however, cannot exceed those established by the Regents of the University of California). Trips to and from the student's home/work are considered standard commuting and cannot be reimbursed. In the event that the student's field placement is at the same location as his worksite, and his field placement day occurs on the same day as a work day, travel from the student's home to the worksite cannot be reimbursed. Each part-time student may also be reimbursed the actual costs for tolls and parking up to a maximum of \$10 per day. The amount per student should not exceed \$4,000.

***Program Support Costs are the same for all (MSW-BASW-Pathways) programs.
Please see the Program Support Costs section at the end of this document.***

Pathway Program

(CSU Chico, Humboldt State University, CSU San Bernardino)

Personnel Basics

1. The total number of full-time and part-time students allocated to a school determines the number of FTEs for Child Welfare Instructors and Administrative/Clerical Support that is allowable in the Title IV-E budget.
 - Schools are asked to submit a Fall 2016 CSIS current student enrollment report by **September 1, 2016** to CalSWEC to establish an enrollment baseline for FY 16/17. CalSWEC will continue to monitor FTEs throughout the year via CSIS reports.
 - CalSWEC may request that schools reduce their FTE levels if CSIS data confirms that schools have not enrolled the required number of students.
2. Schools must describe their staffing using the categories listed below. Complete job descriptions must be on file and available at each school.
3. The following staffing levels are set on the basis of a maximum of twenty-four (24) part-time students, which may be split between BASW and MSW students.
 - FTEs may be apportioned among multiple staff members.



Personnel Line	Range (12 months)	Per Student Methodology	
Project Coordinator	0.25 - 1.0 FTE		
Child Welfare Instructors See budget justification template for responsibilities, activities and duties.	1.0 – 2.0 FTE (12 months)	<i>Student Allocation</i>	<i>FTE Child Welfare Instructors</i>
		1-12	1.0
		13-24	2.0
Administrative/Clerical Support See budget justification template for responsibilities, activities and duties.	0.75 FTE (12 months)	<i>Student Allocation</i>	<i>FTE Administrative/Clerical Support</i>
		1-24	0.75
Fiscal/Accounting Support See budget justification template for responsibilities, activities and duties.	0.25 FTE (12 months)		

Each public school participating in the Pathway program may enroll up to 24 part-time BASW or MSW students each year.

- **Tuition, Fees and Books:** Each part-time student is reimbursed for the cost of tuition, fees and books associated with attending the university (**not to exceed \$10,164**). Students may receive up to 3 years of support. ***Actual tuition, fees and book costs should be reflected, not the cap.***
- **Student Travel:** Each part-time student's daily roundtrip expenses between the student's home/work to field placement or to the campus may be reimbursed at the current institutional reimbursement rate. (Reimbursement rates, however, cannot exceed those established by the Regents of the University of California). Trips to and from the student's home/work are considered standard commuting and cannot be reimbursed. In the event that the student's field placement is at the same location as his worksite, and his field placement day occurs on the same day as a work day, travel from the student's home to the worksite cannot be reimbursed. Each part-time student may also be reimbursed the actual costs for tolls and parking up to a maximum of \$10 per day. The amount per student should not exceed \$4,000.

Program Support Costs for all (MSW-BASW-Pathway) Programs

Program Support Costs

Instructional support costs may be up to \$687.50 per enrolled student (for the first 40 students). For each additional student above 40, support costs are an additional \$250. These program support funds can be distributed across a combination of staff travel, equipment, supplies/services, and telephone expenses. Line item entries for each category listed below must be included in your budget justification, but you will only need to report combined expenses under a single entry on your budget page and invoices.



- **Supplies/Services:** This category includes funds for basic office supplies; instructional materials (including curriculum and instructional videos); conference registrations fees; postage/shipping; duplicating and printing; expenses associated with hosting informational/instructional meetings regarding Title IV-E related matters; new computers/printers for new FTEs only (replacements for current employees only as needed), and other items.
- **Telephones:** One phone line per FTE and one fax line per program are allowed. Phones charged 100% to Title IV-E should be used solely for the IV-E program.
- **Travel:** This line item includes expenses for the deans/directors and project coordinators to attend governing board meetings and Center-hosted meetings, travel to regional agencies to discuss placement of students, and travel of project coordinators and select students to CalSWEC meetings. Travel for Title IV-E staff to attend in-state conferences may be budgeted. These conferences should be directly related to curriculum development and instruction in public child welfare and must be named in the budget justification each year. No out-of-state travel will be reimbursed unless prior approval has been obtained from CDSS through CalSWEC's Director of Title IV-E Stipend Program. Mileage may be reimbursed at the current institutional reimbursement rate. (Reimbursement rates, however, cannot exceed those established by the Regents of the University of California).