TITLE IV-E SOCIAL WORK STUDENT CONTRACT

FISCAL YEAR 2017-18

PART-TIME BASW STUDENT

THIS CONTRACT between The Regents of the University of California \_\_\_\_\_\_\_\_\_or California State University at \_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_University (hereinafter “University“) and Bachelor of Social Work Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(hereinafter “Student” or “Graduate”) \_is entered into this \_\_\_ day of \_\_\_\_\_\_, 20\_\_.

By entering into this Contract, the Student attests to the following:

1. His or her intent to participate in the Title IV-E Social Work Training Program (hereinafter “Program”) offered under the auspices of the California Social Work Education Center (CalSWEC).
2. His or her acceptance in and pursuit of a part-time course of study in social work/social welfare at (hereinafter “University”) beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_and ending not later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, leading to a Bachelor of Social Work/Social Welfare degree.

Obligations of the University and of the Student under this Contract are as follows:

**Article I. OBLIGATIONS OF THE UNIVERSITY**

The University will:

A. **Assign Student** to required field placements in child welfare and related

Services.

B**. Inform Student that submission to and satisfactory completion of criminal background prescreening pursuant to Department of Justice or other applicable regulation** permitted by law is a requirement for field placement and/or employment in a California county public child welfare services (CWS) agency, Tribal agency, or CDSS Child Welfare Division agency serving Title IV-E eligible children. A California public child welfare services (CWS) agency is one of 58 county agenciesestablished and supported by the California Department of Social Services(CDSS), Child Welfare Division,to operate child welfare services and administer Title IV-E funds.

As a county employee, Student will have completed criminal clearance screening. Because criminal clearance is required for placement and/or employment in a county public child welfare agency, Student has an ongoing duty to disclose any previously undisclosed or subsequent crime that would disqualify an individual from working in a public CWS, Tribal agency, or CDSS, Child Welfare Division.

C. **Provide Student with** tuition and fees, books and travel costs (as outlined below) for each year that Student participates in the program contingent upon good academic standing and upon availability of Title IV-E funds.

1. **Tuition, books and fees and travel: For county employees enrolled in the part time program, each part-time student will be reimbursed for the actual cost of tuition, fees, books and travel up to the maximum of $14,164 per academic year, for up to (3) years.** Each student will be reimbursed the actual expense incurred for the daily round trip from his or her residence and work to the campus or field placement at University’s established per-mile rate. Trips to and from the student’s home and work are considered standard commuting and cannot be reimbursed. In the event the student’s field placement is at the same location as his/her worksite, and the field placement occurs on the same day as a work day, travel to and from the student’s home to the worksite cannot be reimbursed.

D. **Student/Graduate is already an employee of California public child welfare services agency (CWS), Tribal agency, or CDSS, Child Welfare Division.**

If graduate is not able to return to that agency on graduation, University will provide information about local and state job openings and application processes [See 45 CFR Sec. 235.63 (b)(1)].

**Program graduates who are Native Americans with tribal rights as specified under the laws of the State of California may complete their work commitments in the following settings as alternatives to California CWS [[1]](#footnote-1):**

1. A reservation or rancheria providing CWS in California,

(2) An Urban Indian agency in California serving IV-E eligible children and families, or

(3) A reservation providing CWS in another state

**Non-Native Americans may complete their work requirements in 1) a reservation or rancheria providing CWS in California or 2) An Urban Indian agency in California serving IV-E eligible children and families.**

E. **Suspend or terminate stipend payments** if Student is not performing

satisfactorily in the Program. If University decides that Student is not performing satisfactorily because of a problem that can be corrected, University reserves the right to suspend stipend payments until the problem is eliminated. Prior to such action, University will give Student notice of its intent to suspend or terminate payments.

F. Ensure that records of Student/Graduate progress in completing the academic program, securing qualified employment after graduation and completing the employment obligation are represented in the CSIS database. In the event of Student/Graduate’s failure to complete any portion of the Program, including the employment obligation, University will send Student/Graduate a notice of contractual breach requiring Student/Graduate to begin monetary repayment of support received.

**Article II. OBLIGATIONS OF STUDENT**

**A.** PROGRAM PROVISIONS

###### 1. Student is committed to work for the state or local CWS agency or Tribal agency for a period of time equal to the period of time for which financial assistance is granted. For the BASW program, the period of employment obligation is (1) one year of full time employment.

**2.** Student is already **screened for CWS employment, pursuant to Department of Justice or other applicable screening regulations governing CWS employment in California.** Student has a duty to disclose any previous or subsequent conviction of any crime that disqualifies individuals from employment at a public CWS agency, Tribal agency, or CDSS, Child Welfare Division which will render Student ineligible for, or cause termination from, the Program. [[2]](#footnote-2) In the event Student becomes so ineligible, it will be deemed a failure to complete the Program and thus a contractual breach. Program participation shall end and repayment of any support received will be required.

**3.** Student has a duty to disclose any previous or subsequent conviction of any crime that disqualifies individuals from field placement or employment at a county public CWS agency or CDSS, which will render Student ineligible for, or cause termination from, the Program. [[3]](#footnote-3)In the event Student becomes so ineligible, Program participation shall end and repayment of any support received will be required.

**4. Student has a duty to disclose prior receipt of Title IV-E Social Work Training Program support** in the state of California and to supply documentation that any monetary or employment obligation associated with that support has been satisfactorily discharged or to request a formal deferral of the employment obligation to the end of the course of study .

**5.** Student agrees to maintain satisfactory performance in and will **complete the courses, training, seminars, and field placements designated by the University** to meet the requirements of the Program. If Student fails to complete or to maintain adequate performance in any aspect of the program designated by the University, including but not limited to field placements and /or selection for field placements, Program funding shall be suspended, but continuing participation in Program is expected. If student is not fully reinstated in the Program within the University’s required review period, program participation shall end and monetary repayment of any support received will be required.[[4]](#footnote-4)

**6. Unless specifically waived by the University in writing**, Student agrees

to use a personal automobile as necessary for field placement and to maintain

a valid driver’s license and auto liability insurance.

**7. Student hereby authorizes any CWS agency, Tribal agency, or CDSS to**

**which s/he has applied for a qualified position to release to his or her**

**University Project Coordinator any and all records and other information**

**relating to his or her application.**

Student further authorizes any CWS or CDSS with which s/he has obtained qualified employment under Article II.B. of this Contract to release to his or her University Project Coordinator any and all records or information relating to his or her employment status and any changes in that status, including the reasons for such changes. Student releases and holds harmless any CWS agency or CDSS and their employees and agents from any liability for providing records or information to the University pursuant to this paragraph.

## B. EMPLOYMENT OBLIGATIONS:

This section outlines the employment obligations for the PT BASW program. Unpaid leave and temporary disability leave will not be credited to satisfy the employment obligation. If Studentproceeds directly from the IV-E BASW program into the IV-E MSW program, the employment obligation on MSW completion will be (3) three years. The BASW obligation will be credited first.

Student is expected to complete the BASW program prior to beginning qualified employment. In the event Student accepts and begins qualifying employment before graduation, Student must notify University of the days/hours that will be spent in public CWS, Tribal agency, or CDSS employment.  Any paid work scheduled for common business hours on days included in the BASW PT Program support will be deducted from the IV-E support received on a *per diem* basis.

**As an employee of a public social services agency, Tribal agency, or CDSS Child welfare Division employee who has received a letter of permission from that agency,**

Student/Graduate agrees to return to that agency immediately after program completion and render 1 (one) year of continuous and satisfactory full-time employment, in a position at least at a level appropriate to a new BASW in child welfare services. Appointment to and continuation in all such positions shall be subject to all applicable county civil service rules and departmental policies.

**If Graduate is unable to return to agency, Tribal Agency or to CDSS Child Welfare Division:**

1. Graduate agrees to make reasonable efforts[[5]](#footnote-5) to apply for and secure employment in a public CWS agency. Tribal agency, or CDSS in a position at least at a level appropriate to a new BASW in child welfare services at a workplace within a radius of 75 miles from Student’s residence. Graduate must render 1 (one) year of continuous and satisfactory full-time employment.

The initial search period is for six months following graduation. If no public CWS, Tribal agency, or CDSS position is secured within a 75-mile radius, Graduate agrees **to make reasonable efforts to secure employment by making applications to all public CWS, Tribal, or CDSS agencies within the State of California within the next (6) months and keeping satisfactory documentation. [[6]](#footnote-6)**

1. If Graduate does not secure a qualifying county public CWS, Tribal, or CDSS Child welfare Division position offered in the State of California within twelve (12) months of graduation, Student may then petition for permission to include seeking employment in a private non-profit agency serving IV-E clients and receive up to another six (6) months to search for both types of employment. Student must submit such a request in writing to the Title IV-E Project Coordinator at the University and must provide **satisfactory documentation of a 6-month search within the 75-mile radius followed by a 6-month comprehensive employment search** of all CWS, Tribal, or CDSS agencies within the State of California.

1. If Graduate does not secure a qualifying position in a county public CWS agency, Tribal agency, or CDSS or within the State of California or in a nonprofit agency serving Title IV-E child welfare clients available within eighteen (18) months of graduation, Graduate **may petition for a waiver** of employment obligation requirements. Graduate must submit a petition for waiver in writing to the Title IV-E Project Coordinator at the University and must provide **satisfactory documentation** **of a comprehensive employment search** of all relevant agencies within the State of California.

*An outline of the employment search requirements appears below as Table*

*I., below*

### Table I: Outline of Employment Search Requirements

|  |  |  |
| --- | --- | --- |
| **Within six (6) months of graduation** | **Within six (6) to twelve (12) months of graduation** | **Within twelve (12) to eighteen (18) months of graduation** |
| Must return to work at agency (if employee)  Or  Search for qualifying work at a workplace within a 75 mile radius of Graduate’s home  Keep  satisfactory documentation | Search for qualifying employment within the state of California.  .  Keep  satisfactory documentation at this and 12-18 months stage. | If, within 12 months, Graduate does not secure employment within the state, may petition for permission to include search for employment in a state non-profit agency.  If petition is granted to include search in a non-profit agency, Graduate may have up to 6 months to do this search.  If Graduate does not secure employment during this time, may apply for a waiver of employment obligation requirements at 18 months after graduation. |

If Student/Graduate fails to make reasonable efforts (as defined in Paragraph II.B.2, above) to apply for employment or declines appropriate employment, fails to qualify\* for appropriate employment, is discharged from county employment under applicable County Civil Service rules or policies, or if unsatisfactory work performance\*\* results in termination prior to completion of the employment requirement**, Student agrees to repay any support provided by University and costs incurred by University or its fiscal agent in** **securing repayment**.

\***Failure to qualify** includes failing the interview or other applicant

requirements, medical or psychological examination and/or criminal

clearances.

\*\***Unsatisfactory work performance** includes but is not limited to:

* inadequate professional performance,
* a felony conviction during Program participation and/or employment obligation period,
* conviction of a crime involving harm to children,
* improper conduct as described by County Code/Merit System or Classified Personnel System, or violation of the National Association of Social Workers (NASW) Code of Ethics.

4. Student/Graduate will **maintain the status of a citizen or permanent resident of the United States, or hold a work permit and driver’s license under federal Deferred Action for Childhood Arrival (DACA) rules** throughout **Program participation** **including the employment obligation.**

**Student/Graduate holding DACA status must disclose this status to prospective employers** and determine whether the agency has a prohibition against hiring a person with DACA status. In the event a Student/Graduate with DACA status is unable to secure qualified employment and complete the employment obligation, Student/Graduate may be liable to repay all or a portion of support received.

C. INTERRUPTION OR DELAY OF STUDIES OR DELAY OF GRADUATION

1. If Student is a county public social services employee, Tribal employee, or CDSS employee on educational leave, University will consider Student’s request for interruption or delay in completion of studies only if the agency director has approved the interruption/delay.

2. If Student interrupts studies or delays graduation, Student shall notify the University and

either:

* Submit a Request form to the University Project Coordinator for Interruption or Delay in completing the University program that defers completion of studies for no more than one year. The University may, with notice to CalSWEC Central, delay Program completion.

OR, in the event of non-submission or denial of Request,

* Repay support received according to University repayment procedures outlined in section G. below

D. INTERRUPTION OR DELAY OF EMPLOYMENT OBLIGATION, STUDENT HARDSHIP,

DISABILITY OR DEATH

* If Program Graduate anticipates interrupting fulfillment of the employment obligation, Graduate shall first notify the University Project Coordinator and submit a Petition for Interruption or Delay in completing the employment obligation. In the event the Petition is denied, Graduate will be required to complete the employment obligation or repay support received as outlined in section G.
* With CalSWEC approval, and on written application by the Graduate or Graduate’s legal representative, the University may waive the employment repayment obligations in the case of death, disability or serious hardship. See 45 CFR 235.63 (b) (1).

E. DISCONTINUATION OF APPROVED NON-PROFIT EMPLOYMENT

* A Graduate whose Petition has been granted to work in a specific qualified non-profit and is already thus employed must notify the University PC and complete a petition form for permission to leave that position. **If the graduate does leave that position, s/he must resume a second, statewide search for CW positions pursuant to the job search guidelines.** The second search shall begin at the point in the required search period when the prior search ended, i.e., the point at which qualified employment began.

F. EVALUATION ACTIVITIES

CalSWEC is charged with evaluating the effectiveness of the Title IV-E Social Work

Training Program over time and is required by law to conduct evaluation activities. **Consequently, Student/ Graduate is expected to participate in these mandated evaluations in the following ways:**

* Provide the University and CalSWEC with current and updated contact information
* Student and/or Program Graduate consents to be contacted by University and/or CalSWEC for the purpose of conducting evaluation efforts and consents to participate in such efforts.
* Student and/or Program Graduate will complete evaluation surveys sent out at various time points in their career. Specifically, at admittance to the Title IV-E Stipend Program, upon graduation, upon completion of work/employment obligation, and at 2 years past the completion of work obligation. These surveys are designed to understand the student’s career trajectory and work experiences, and continued impact of the Title IV-E stipend.

G. MONETARY REPAYMENT OBLIGATIONS

1.Student understands and agrees that Student will be obligated to repay to University or its fiscal agent the amount of any stipend award or educational reimbursement received under this agreement in the event that:

a. Student’s enrollment from the part-time BASW course of study in social work/social welfare at the University is terminated prior to graduation for any reason;

b. Student’s participation in the Program is terminated for any reason prior to completion or Student fails for any reason to complete the Program within two years or within any extension granted by University or within any extension of that deadline granted by University;

**c.** Student fails either to complete the Employment Obligations set forth in Paragraph II.B., above or fails to obtain a waiver of those Employment Obligations pursuant to the provisions of paragraph II.B. [[7]](#footnote-7)

2. Should Student become obligated to make repayment pursuant to paragraph II.C.1., above, Student shall repay the full amount of principal, plus interest thereon in the amount of \_\_\_% per annum, in 60 equal monthly installments. Student may at his/her option, prepay all or part of principal at any time without penalty. If Student fails to make timely payments of any scheduled installment owed pursuant to paragraph II.G.1. , above, the Student’s total unpaid stipend or educational reimbursement shall become immediately due and owing. The period of repayment shall not exceed five years unless specified otherwise by the University.

3. Should Student fail to make repayments as required under paragraph II. C.1. and 2., above, University or its fiscal agent is authorized to undertake all lawful collection efforts, including but not limited to: 1). Blocking student records and withholding transcripts pursuant to University regulations, 2). Intercepting Student’s tax returns and applying funds towards any amounts owed, and 3). Reporting delinquent repayment status to the IRS and available credit bureaus. Student shall reimburse University or its fiscal agent any costs or attorney’s fees incurred by them in securing repayment.

4. In the event that Student becomes obligated to make repayment pursuant to paragraph II.C.1.c., above, Student’s repayment obligation shall continue notwithstanding Student’s subsequent renewal of efforts to complete or obtain waiver of the Employment Obligation set forth in paragraph II.B., above, and University and its fiscal agent may continue to undertake collection efforts as set forth in paragraph II.G.3., above.

H. MAINTENANCE AND DISCLOSURE OF STUDENT INFORMATION

Student is notified that student information will be disclosed to CalSWEC and kept in the CalSWEC Student Information System (CSIS) database. Information may be disclosed to CDSS in the event of student/graduate termination from the Program or other failure to fulfill Contract requirements as agreed. In the event of monetary collections process, CalSWEC shall provide CDSS with information including, but not limited to, amounts owed and paid, transaction/account history, and all known contact information.

I. ADDITIONAL LEGAL TERMS

1. **Legal Waiver.** Any failure of University at any time, or from time to time, to enforce or require the strict keeping and performance by Student of any of the terms or conditions of the Contract shall not constitute a waiver by the University of such a breach of any such terms or conditions and shall not affect or impair such terms or conditions in any way, or the right of the University at any time to avail itself of such remedies as it may have for any such breach or breaches of such terms or conditions.
2. **Severability.** In the event any portion of this Contract is declared void by a court of competent jurisdiction, such portion shall be severed from this Agreement, and the remaining provisions shall remain in effect, unless the effect of such severance would be to substantially alter the Contract or obligations of the parties, in which case the Contract may be immediately terminated.
3. **Precedence.** In the event there is a conflict between any of the foregoing and the following Article III, the foregoing (Articles I and II) shall predominate.
4. **Disputes**. Any disputes or disagreements arising under this Contract shall be governed exclusively by procedures established by the University and by CalSWEC as set forth in the CalSWEC Title IV-E Program Guide. In cases involving Student appeal to CalSWEC from University decision regarding Program administration, CalSWEC decision shall be final.

#### **Article III. REVIEW AND ACKNOWLEDGEMENT**

Student will review these statements and indicate by initials that he or she has read the foregoing Contract and agrees to be bound by its provisions, including, but not limited to, the following:

Initials **Prescreening and Program Provisions**

\_\_\_\_\_**Student has been pre-screened for CWS, Tribal, or CDSS employment,** has been fingerprinted and participated in the criminal clearance process as required by the Department of Justice and other applicable regulations.

\_\_\_\_\_ \_\_\_\_\_**As a current public CWS employee, Tribal agency employee or a CDSS employee,** Student has a duty to disclose any subsequent conviction of any crime that disqualifies individuals from employment at a county public CWS agency, Tribal agency, or CDSS, which will render Student ineligible for, or cause termination from, the Program.

\_\_\_\_\_ Student will maintain status as a **citizen or as a permanent resident** **of**

the U.S., or hold a work permit and driver’s license under federal Deferred

Action for Childhood Arrival (DACA)rules, throughout Program participation, including the employment obligation.

\_\_\_\_\_ Student will **satisfactorily complete the courses, training, seminars,**

**and field placements designated by the University** to satisfy the requirements of the Program.

\_\_\_\_\_ Student acknowledges receipt of the Program Completion Guide for IV-E

Students and Graduates.

\_\_\_\_\_ Student will maintain the use of a personal automobile as necessary for field

placement, valid driver’s license, and auto liability insurance at all times

during Program participation.

\_\_\_\_\_ **Student/Graduate hereby authorizes any CWS agency or CDSS to**

**which s/he has applied for a qualified position to release to his or her University Project Coordinator any and all records and other information relating to his or her application.** Student further authorizes any CWS or CDSS with which s/he has obtained qualified employment under Article IIB. of this Contract to release to his or her University Project Coordinator any and all records or information relating to his or her employment status and any changes in that status, including the reasons for such changes.

###### Employment Repayment Obligations

\_\_\_\_\_ Graduate will repay the full BASW Program stipend after graduation through 1

(one) year of qualifying employment.

\_\_\_\_\_ After graduation, Graduate will seek to return to his/her qualifying employing

agency, or, if unable to return, seek and accept qualifying employment in a

public CWS Agency, Tribal agency, or CDSS as described in the Contract.

\_\_\_\_\_ Graduate will provide **written documentation** of the entire employment

search as outlined in this Contract.

\_\_\_\_\_ If Student is unable, within 6 months of graduation, to find a qualifying

position at a workplace within a 75 mile radius of his or her residence, Student

will be required to secure a position **anywhere a qualifying position is offered in the state of California.**

**Monetary Repayment Obligations (If Program Employment Requirements are not met and/or Repayment Obligation is not completed)**

**\_\_\_\_** If Student/Graduate fails to complete the Program in full, is discharged from

the Program or fails to fully execute the terms of the Title IV-E Social Work

Contract the total amount of support received will become immediately due and payable. At the discretion of the University, the amount may be pro-rated if portion of the employment obligation has been completed.

\_\_\_\_\_If Student/Graduate fails, without written approval of the University, to make

any scheduled monthly payment according to the repayment agreement, the

total amount still owed shall, at the option of the University, become

immediately due and payable.

\_\_\_\_\_By entering this Contract with the University, Student/Graduate hereby

authorizes the University or its fiscal agent to recover the total accrued

amount still owed plus interest, applicable costs, late fees, and attorney’s fees

by any means provided by law.

**\_\_\_\_** In the event Student/Graduate becomes obligated to make monetary

repayment pursuant to paragraph II.G.1.c., above, Student/Graduate will be obliged to continue repaying support received even if Student/Graduate renews efforts to complete or obtain waiver of the Employment Obligations set forth in paragraph II.B, above, and University or its fiscal agent may continue to undertake collection efforts.

**Student Information**

\_\_\_\_\_Student will inform the University of any changes in name or address until

such time as employment obligation has been fulfilled, any amount owed

under this agreement is paid in full or otherwise retired and CalSWEC has had

the opportunity to conduct required program evaluation activities. This period will extend for a minimum of five years following graduation or Student/Graduate’s separation from the IV-E program.

\_\_\_\_\_Student is notified that student information will be disclosed to CalSWEC and

kept in the CSIS database. Information may be disclosed to CDSS in the event of Student/Graduate termination from the Program or other failure to fulfill Contract requirements as agreed.

**Evaluation Activities**

\_\_\_\_Graduate gives consent to be contacted by University and/or CalSWEC in order

to conduct reasonable evaluation efforts and consents to participate in such efforts. To allow CalSWEC and/or University to conduct these activities, Graduate agrees to provide CalSWEC and/or University with current contact information for the period of five years following graduation of Graduate’s separation from the IV-E program. Any personal data collected will be coded and reported out in aggregate form only and every reasonable effort will be made to safeguard Graduate’s privacy, consistent with applicable State law.

AFFIRMATION AND RELEASE OF INFORMATION:

I hereby attest that I have never been convicted of a felony or misdemeanor crime that would disqualify me from service in a County CWS or CDSS, or any crime involving harm to children.

I hereby attest that I have never been discharged from employment at a county or other social services agency due to violation of county code/merit system rules or violation of agency or professional codes of ethics.

In accepting the Title IV-E Social Work Training Program stipend, I hereby agree to adhere to the provisions of this Agreement.

Student Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Responsible Official, CSU \_\_\_\_\_\_\_\_\_\_\_\_ or UC at \_\_\_\_\_\_\_\_\_\_\_\_\_

or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ University.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. See Contract Continuation and Amendment to the Title IV-E Social Work Training Program Agreement between the State of California Department of Social Services and the Regents of the University of California Social Work Education Center FY 2017-18 (hereinafter cited as “Master Contract). [↑](#footnote-ref-1)
2. Prior to Program admission, Student must sign a statement indicating that s/he has no disqualifying criminal history and acknowledging that provision of false information will result in denial of support and/or repayment of support received. [↑](#footnote-ref-2)
3. Prior to Program admission, Student must sign a statement indicating that s/he has no disqualifying criminal history and acknowledging that provision of false information in this regard will result in denial of support and/or repayment of support received. [↑](#footnote-ref-3)
4. For circumstances involving Program interruption due to hardship or disability, see sections D and E. below. [↑](#footnote-ref-4)
5. **“Reasonable efforts”** as used in paragraphs 1 through 3 will include making applications to all public CWS or CDSS agencies within the required area, pursuing such applications in good faith, and keeping **satisfactory documentation** of the employment search as outlined in footnote 5. [↑](#footnote-ref-5)
6. **“Satisfactory documentation” and “satisfactory documentation of a comprehensive employment search”** as referenced in paragraphs 2 through 4, must include names of all agencies contacted, dates of contact, positions applied for, and names and telephone numbers of persons contacted during the entire employment search period. Copies of written and/or electronic correspondence are necessary as supporting documentation. [↑](#footnote-ref-6)
7. [↑](#footnote-ref-7)