



# TITLE IV-E STIPEND FACT SHEET

## APPLICATION PROCESS:

- ❑ Applicants for the Title IV-E Stipend will complete an application and participate in an interview with members of the Title IV-E Stipend Committee. The Title IV-E Stipend Committee will include The University of Alabama School of Social Work Title IV-E Coordinator, Department of Human Resources Field Administration and members of the Alabama Higher Education Consortium on Child Welfare.
- ❑ Representatives of Title IV-E Stipend Committee will review all stipend applications. The interview and selection process will be the responsibility of the Title IV-E Stipend Committee.
- ❑ Once selected, the proposed recipient will receive a letter from the Dean of the University of Alabama School of Social Work stipulating the proposed award and requesting the applicant accept or decline the award in writing.
- ❑ Once confirmation is received regarding the proposed recipients wishes to receive or reject the award, a meeting will be held for all award recipients with the Title IV-E Coordinator, at which time, the contracts will be reviewed and formal signing by the proposed recipients will be completed.
- ❑ Copies of the signed contracts will be mailed to recipients after receiving signatures from both The University of Alabama and the Department of Human Resources.
- ❑ Must submit DHR job application to the Title IV-E Coordinator during the first month of the semester of graduation. After review, the student will submit their application to the State of Alabama Personnel Department. The student will have the opportunity to indicate non-binding preferences for three region locations on the application. The student must make themselves available for appointment to positions within those selected regions. Regions will be selected in consultation with the Title IV-E Coordinator based on preference and departmental need. Date of availability for interviews must coincide with date of application submission (date signed).
- ❑ Upon completion of the placement, the student agrees to accept child welfare program employment with DHR for at least 18 months. If any employment interviews are declined, employment is declined, the student permanently withdraws from the Stipend Program or the student chooses not to pursue immediate employment with DHR, the student agrees to pay back to The University of Alabama the total amount of the stipend. Such payback must be within the schedule negotiated with the University. The student must agree to repay the total amount of the stipend if the student voluntarily leaves the employment of DHR before completing the period of obligation, is terminated by DHR due to non-performance before completing the period of obligation, or resigns/is terminated due to not obtaining social work licensure during probationary period. The student will be responsible for any and all court costs incurred by the Department if student defaults on work obligation and repayment is pursued by the Department.

## STUDENTS MUST MEET THE FOLLOWING CRITERIA IN ORDER TO BE CONSIDERED FOR A TITLE IV-E STIPEND:

- ❑ Must be BSW student, who is preparing to enter their field placement, or be an advanced standing MSW student or MSW student in their second year, with a emphasis on social work with children, adolescents, and their families. The student must have a minimum overall GPA of 3.0 or higher for the last 30 semester hours of course work.
- ❑ Must complete a minimum of 400 field placement hours with DHR if not currently a DHR employee. If currently employed with DHR, must accept appropriate placement related to permanency in child welfare as determined by the University.
- ❑ Must agree to work with a professional development coach a minimum of two hours per month during their field placement and 18-month work obligation. The professional development coach will have extensive experience in the field of public child welfare and be knowledgeable of DHR policies and procedures.
- ❑ The Department agrees to consider the student for employment within three months after graduation unless precluded by merit system requirements, legislative budget cuts, or position freezes. Repayment of the stipend award received will not be required in the following circumstances; (1) DHR has a freeze on positions; (2) DHR is subject to budgetary constraints which precludes the offer of employment; (3) the recipient becomes physically or mentally incapacitated or dies; and/or (4) other circumstances beyond the control of the recipient.
- ❑ Copy of transcript must be provided to DHR at any time upon request. The student must provide a copy of their final official transcript to the University of Alabama Title IV-E Coordinator no later than two months following graduation.
- ❑ Must agree to take an entry level Social Worker position specific to the degree (BSW or MSW) earned. If employed by DHR, must agree to take a position specific to programmatic functions of the Family and Children's Services Division.