



Child Welfare Education for Baccalaureates

STUDENT HANDBOOK

2015-2016

Child Welfare Education and Research Programs

School of Social Work, University of Pittsburgh

The Child Welfare Education and Research Programs are a collaborative effort of the University of Pittsburgh School of Social Work and its partner schools, the Pennsylvania Department of Human Services, and the Pennsylvania Children and Youth Administrators

These programs are governed by the federal Title IV-E regulations contained in 45 CFR, Ch. II, Part 235 and Ch. XIII, Part 1356.

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General Requirements for CWEB Students

- ✓ Complete child welfare coursework
- ✓ Complete public child welfare agency internship
- ✓ Enroll in competency and skills-based training (called ***'Charting the Course'***)
- ✓ Complete any necessary Pennsylvania Civil Service application materials (explained in this Handbook)
- ✓ Graduate with an undergraduate social work degree
- ✓ Find and accept employment in one of the 67 public county child welfare agencies in Pennsylvania upon graduation
- ✓ Complete a full year of public child welfare employment in Pennsylvania

CWEB STUDENT HANDBOOK

I. INTRODUCTION

Welcome to the CWEB program!!

This handbook clarifies some frequently asked questions and includes requirements that you must take into consideration in planning your courses and internship, and public child welfare job search.

CWEB is an undergraduate level, public child welfare education program and is part of the Child Welfare Education and Research Programs (CWERP). The requirements described in this handbook are necessary for compliance with state and federal regulations and for effective program management. We take a special interest in our students and are committed to supporting your professional growth and development.

- The Principal Investigator of the CWERP programs is Dr. Helen Cahalane.
- Academic and other school issues, including tuition, are handled by the CWEB Academic Coordinator, Dr. Cynthia Bradley-King.
- County agency issues are handled by the Agency Coordinator, Dr. Yodit Betru.
- Mr. Joseph DiPasqua handles many CWEB program issues and can help direct you to someone else if need be.

Always review this Handbook before you contact us to save time

Contact CWEB

University of Pittsburgh
2329 Cathedral of Learning
Pittsburgh, PA 15260

TOLL-FREE NUMBER: 1-866-275-2935
Fax: 412-624-1159

<http://www.socialwork.pitt.edu/researchtraining/child-welfare-ed-research-programs/cweb>

Helen Cahalane, PhD, ACSW, LCSW
CWERP Principal Investigator
2328 Cathedral of Learning
412-624-6386
hcupgh@pitt.edu

Yodit Betru, DSW, LCSW
Child Welfare Agency Coordinator
2325 Cathedral of Learning
412-624-6387
ykb2@pitt.edu

Cynthia Bradley-King, PhD
CWEB Academic Coordinator
2302 Cathedral of Learning
412-624-2830
ckb11@pitt.edu

Joseph DiPasqua II, MA
Program Administrator
2329 Cathedral of Learning
412-624-6310
jfd28@pitt.edu

Yvonne Hamm, BA
Senior Program Administrator
2229 Cathedral of Learning
412-624-7273
yvh4@pitt.edu

II. PROFESSIONAL EDUCATION AND DEVELOPMENT

The CWEB program is designed to recruit and enroll undergraduate students in participating social work programs in Pennsylvania in order to prepare them for public child welfare employment.

Child Welfare: A Profession, Not Just a Job!

You are starting a journey as a social work professional in public child welfare. As a CWEB Student, you represent your profession, your school, the CWEB program, and child welfare at all times, not just when you are completing your internship, or later when you are working at your county agency!

Students are required to uphold and demonstrate the values of the social work profession and to follow the Code of Ethics of the National Association of Social Workers.

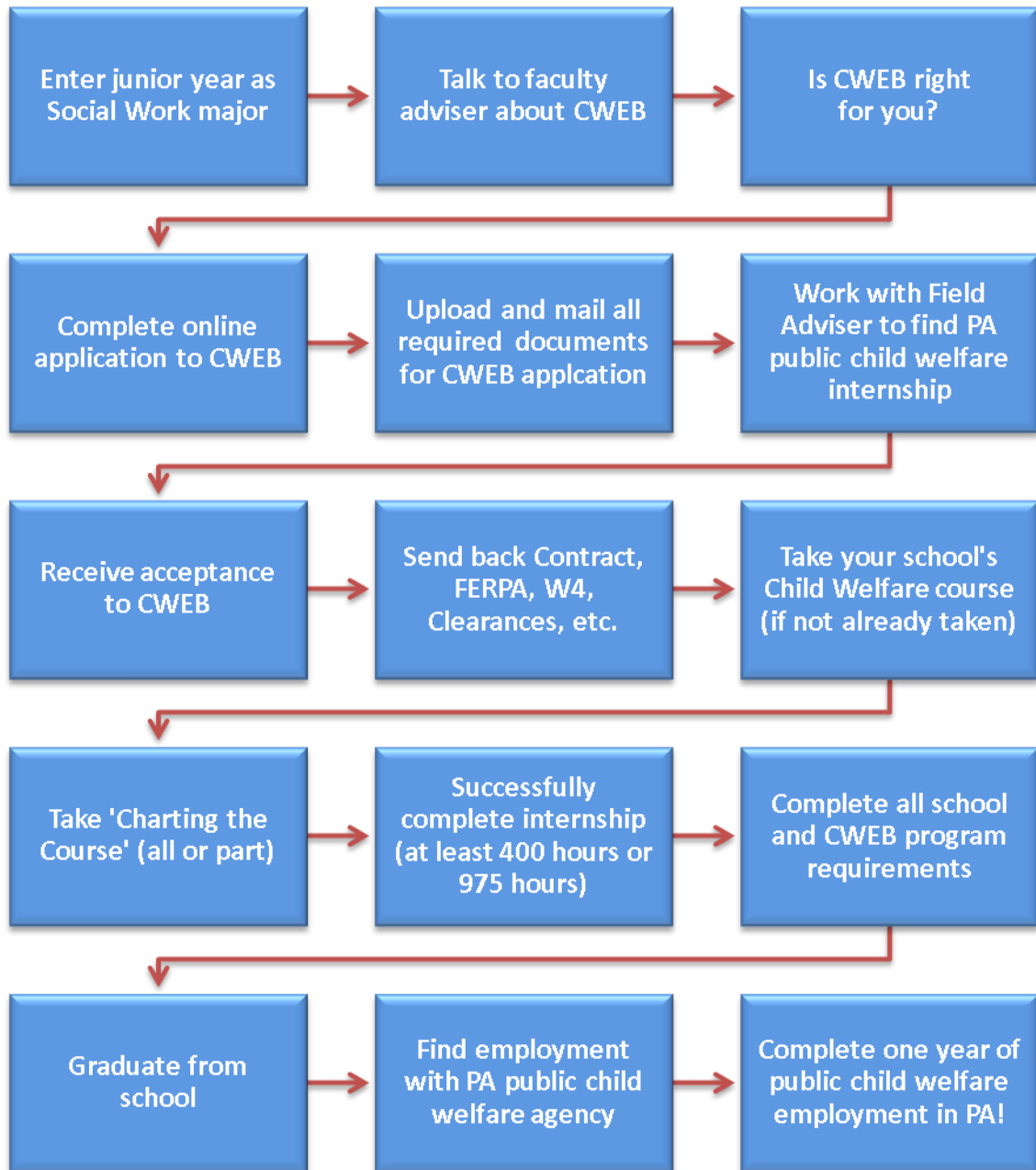
Please be aware that to remain in good standing in the CWEB program, students need to follow the NASW Code of Ethics as well as meeting CWEB program and school requirements. For example, this means providing documents and information as requested in a professional and timely manner; responding to emails and other communications quickly and staying in collaborative contact with CWEB program faculty and staff.

In the event that a CWEB Student does not follow CWEB program requirements, then CWERP will hold a team decision-making conference with the CWEB student to develop a plan for the student to successfully meet all program requirements. All decisions concerning participation in CWEB rest with the CWERP faculty.

The purposes of the CWEB program are to:

- (1) Promote child welfare-focused undergraduate social work education throughout the state;
- (2) Strengthen services to Title IV-E eligible children and families in Pennsylvania;
- (3) Recruit new workers for public child welfare in Pennsylvania from participating undergraduate social work programs;
- (4) Assist in addressing the vacancy and turnover rates within the public child welfare workforce; and
- (5) Contribute to the development of an educational and professional career ladder for child welfare professionals in Pennsylvania.

Overview of the Pathway through the CWEB Program



III. APPLICATION TO CWEB

The CWEB application is located on the web at <https://www.cwerp.pitt.edu/app.htm>. Instructions for completion are available at the same site. Note that you must submit:

- ✓ A current résumé
- ✓ A recommendation from social work faculty (may be sent directly to CWEB from faculty)
- ✓ A copy of your transcripts (unofficial copy is acceptable)
- ✓ A copy of a valid driver's license (any state), and
- ✓ Four (4) personal statement responses to questions regarding your interest in child welfare, which are provided on the CWEB website.

IV. COMMUNICATION WITH CWEB

Please Be Considerate When Contacting CWEB!

- 1. Before you contact us with a question, read this Handbook – many of the answers to your questions are here!**
- 2. Do stay in touch with us here at CWEB. We will make sure to get your questions to the person who can help you and it is important for us to hear updates about your classes, your internship, and your training (*'Charting the Course'*)**
- 3. Keep your Child Welfare Education Programs (CWERP) ID number where you can find it easily** (for example, in your phone). Your CWERP ID will be used throughout your participation in CWEB and following your graduation.

- (i) Email and the web are the primary methods of communication between CWEB and students. Students must provide current, valid school and personal email addresses to CWEB. Students are responsible for monitoring their email regularly. Most emails from the CWEB program are time sensitive and students are responsible for meeting deadlines.

TIPS!

- Adjust filter settings to allow email from CWEB faculty and staff
- Regularly check "junk" or "spam" email folders for CWEB messages
- Add CWEB program staff email addresses to your "safe sender" list when enrolling in the CWEB program or when adding a new email address

(ii) There are several requirements that you will need to attend to on admission to CWEB.

Requirements Immediately Following CWEB Admission <i>Before any funds can be released to you or your school</i>		
Send these documents within two weeks of receiving your CWEB Admission Letter to Joseph DiPasqua University of Pittsburgh 2329 Cathedral of Learning Pittsburgh, PA 15260	Signed AND witnessed Contract (By mail - not fax or email!)	See Page 11 for details
	Signed Permission to Release Academic Information (the FERPA Release) (By mail - not fax or email!)	See Page 11 for details
	A copy of your Social Security Card (By mail - not fax or email!)	See Page 11 for details
	Completed Local Tax Residency Form (By mail - not fax or email!)	See Page 11 for details
	Completed W4 (By mail - not fax or email!)	See Page 11 for details
	Copies of ChildLine, State Police, & FBI Clearances (By mail - not fax or email!)	See Page 11 for details
	Direct Deposit Information for Fellowship Payment (By mail - not fax or email!)	See Page 12 for details
Before your first semester in CWEB starts	Enter your Student Information online at www.cwerp.pitt.edu	See Page 7 for details

(iii) CWEB faculty travel to school campuses annually to meet with students. **Attendance at your campus meeting is a requirement.** If you are unable to attend your scheduled meeting, contact Joseph DiPasqua to make arrangements to attend at another campus in your area or at the University of Pittsburgh.

(iv) **CWEB STUDENT INFORMATION SYSTEM:** Every semester, students are required to submit their Student Information including courses and field to CWEB at

www.cwerp.pitt.edu, whether taking classes that semester, or not. If you are not taking classes, you will enter “No Courses”.

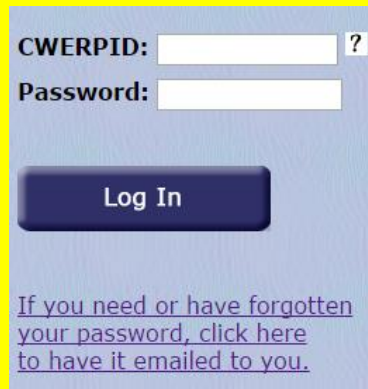
Your Student Information serves several functions, and is necessary for academic tracking and auditing purposes.

This information includes data such as:

- ✓ Current, valid school and home email addresses
- ✓ Current valid school mailing address and permanent legal address
- ✓ Current valid home and cell phone numbers
- ✓ Classes and field being taken **EVERY SEMESTER**, including credit hours
- ✓ Days of the week attending school
- ✓ Internship county and days of the week you are in field
- ✓ Your anticipated graduation date

***TIP!! Updating Your Student Information
Every Semester***

1. Access the Online Student Information System at <https://www.cwerp.pitt.edu>
2. Log in:
 - a. Enter your **CWERP ID** (already sent to you)
 - b. Enter your **password**, or click on the message and enter the information requested to have your password emailed to you.



CWERPID: ?

Password:

Log In

[If you need or have forgotten your password, click here to have it emailed to you.](#)

For technical assistance, contact Joseph DiPasqua at 412-624-6310 or jfd28@pitt.edu.

***Tuition and Fellowship payments are not released unless
your information is current.***

- (iv) If your name changes, complete and send in a new W4 (www.irs.gov/pub/irs-pdf/fw4.pdf) AND contact Mr. Joseph DiPasqua to let him know your new name.
- (v) If your address changes, complete and send in a new W4 (www.irs.gov/pub/irs-pdf/fw4.pdf) AND update your online Student Information.
- (vi) If your email address changes, update your online Student Information.
- (vii) There are several other required periodic contacts with the CWEB program. For your convenience, these requirements are shown in the following tables. Page references to the relevant locations in the Handbook are shown in the tables below.

Required For All CWEB Students

Remember to Check the Rest of the Handbook for Details (This is just a quick overview for your convenience)			
When	Action	Notes	Page/s
Every Semester <i>Whether or not you have classes!</i>	Enter Courses in CWEB Student Information System (when you receive email notification)	Required before CWEB funds released	7-8
As Requested	Complete Program Evaluation Survey (when you receive email notification)	Required CWEB program evaluations	23
During Course of Study	Complete CWEB Academic requirements	Confirmation from your school is required to ensure program compliance	13-20

May Be Needed While You Are in CWEB

Remember to Check the Rest of the Handbook for Details!			
When	Action	Reason	Page/s
As needed	Contact Dr. Bradley-King	Withdrawal from class	21
		If you Add/Drop class after you enter your Student Information	21
		Incomplete grade	21
		Failed class / need to retake	21
		Academic Review or Probation	21
		You may need a leave from school	21
		Your expected graduation date changes	21
		Your school credits your student account	21
	Contact Dr. Betru	To discuss issues related to your internship	21
	Update CWEB Online Student Information	You have a new mailing / email address	9
	Contact Mr. Joseph DiPasqua AND Submit a new W4	Your name changes	9
		You have a new address	9
	Contact your assigned CWRC Resource Specialist	To discuss issues related to <i>'Charting the Course'</i>	20

V. CONTRACT

The following items must be returned before any CWEB payments can be made. Once you receive these materials in the mail, **you must return all items to Mr. Joe DiPasqua within two weeks.**

- (i) When you are accepted into CWEB, you will receive a legally binding contract describing your personal responsibilities and obligations. You will receive two (2) copies of the contract. Sign each copy in front of a witness, have the witness also sign the contract in the space provided, and **return one (1) signed copy** to Mr. Joseph DiPasqua. Keep one copy for your records. Your witness does not need to be a notary public, but should be a responsible adult. **Send by regular mail - Do not email or fax!**
- (ii) **The Family Educational Rights and Privacy Act (FERPA) release form** allows for communication between your school and the CWEB program regarding your academic progress, and includes the release of your academic transcript(s). This Permission to Release Academic information form is called the FERPA Release; it is included with your contracts. **Send by regular mail - Do not email or fax!**
- (iii) **Copy of Social Security Card** **Send by regular mail - Do not email or fax!**
- (iv) **Local Tax Residency Form** Available at <http://www.hab-inc.com/wp-content/uploads/Residency-Certification-Form-DCED-CLGS-32-6-8-11.pdf> All CWEB students must complete this form in order to receive their monthly fellowship payment. Be sure to sign before returning. **Send by regular mail - Do not email or fax!**
- (v) **W4 Form** Available at www.irs.gov/pub/irs-pdf/fw4.pdf **Send by regular mail - Do not email or fax!**
- (vi) **Copies of Clearances** You will need to obtain ChildLine, PA State Police, and FBI clearances. Apply at
 - a. For ChildLine: <https://www.compass.state.pa.us/cwis/public/home>
 - b. For State Police: <https://epatch.state.pa.us/Home.jsp>
 - c. For FBI: https://www.pa.cogentid.com/index_dpwNew.htm
- (vii) **Direct Deposit Information** Direct deposit information should also be provided at the same time. See the next section for details.

VI. FELLOWSHIP PAYMENT

You will receive fellowship payments during your internship period. Typically, your payment will be \$600.00 for eight months.

- (i) Students receive their fellowship payment in one of the following ways:
 - a. Direct deposit to your bank
Send a voided check **with your name printed on it** (write 'VOID' across a blank check) for the account where you wish to have payments deposited (for an example see <http://banking.about.com/od/VoidedChecks/a/What-Is-A-Voided-Check.htm>). Or, send a document from your bank on letterhead showing your name, address, bank account and routing numbers.
 - b. Direct deposit to your savings bank
Send a voided deposit slip issued by your bank **with your name, address and account information printed on it** (write 'VOID' across a blank slip). It cannot be a receipt from a deposit or ATM transaction.
- (ii) Students who complete the Pennsylvania Civil Service Social Casework Internship and the 975 hours of placement it requires, will receive a final fellowship payment of \$2200 upon verification of their hire in a PA county public child welfare agency. The final fellowship payment will be processed the month following verification of completion of the 975 hours and employment start date.
- (iii) Some students may have a slightly altered payment arrangement based upon their internship site. Some counties place students on the county payroll as temporary employees and invoice the CWEB program for the amount of the fellowship payment. In this instance, the fellowship payment is made to the student by the county. CWEB students may **not** receive both the CWEB fellowship payment and county salary simultaneously.
- (iv) **Fellowship payments will be direct deposited on the last working day of the month.**

!! TIPS !!

- ✓ **Direct deposit is the only way to receive your fellowship payment**
- ✓ **For your fellowship payment to be processed, submit all of the items listed in Section V AS SOON AS POSSIBLE, including the fully signed contract and your payment information**

VII. Tuition and Fee Payment

- (i) Your university knows that the CWEB program covers your tuition and fees. You will still
- (ii) receive a bill each semester from your university, even though CWEB is paying your tuition and fees. We work closely with the contact person at each school regarding invoices and payments. Please note that each of the 14 schools has a different billing procedure, and schools do not submit invoices until after the Add/Drop period. **CWEB will pay your university directly.**
- (iii) **Your tuition bill cannot be paid until several weeks into the semester. Schools invoice CWEB every semester for all CWEB students after the Add/Drop period. It takes an average of one month to process payments and credit accounts after schools generate final invoices.** CWEB reviews your school's invoice against the course information that you have entered into your online Student Information, resolves any questions, and then requests payment through the University of Pittsburgh's payment system. The check is processed and sent to CWEB and we forward it to your school, which then credits every student's individual account.
- (iv) Tuition is reimbursed at the Pennsylvania in-state rate for all students.
- (v) ***If you are a student at the University of Pittsburgh,*** every semester email a PDF of your bill **at least one week prior to the due date** to Dr. Cynthia Bradley-King at ckb11@pitt.edu, so that your payment can be made. Students are responsible for late fees, which are incurred if the CWEB office has not received your bill on time.

VIII. INTERNSHIP AND COURSE REQUIREMENTS

Internship

Your fieldwork placement must be verified and in a public county child welfare agency in the Commonwealth of Pennsylvania in order to participate in the CWEB program. Your social work program will make the placement arrangements which must include submission of Civil Service application materials.

TIP!
CWEB students wanting to obtain employment with the Philadelphia Department of Human Services after graduation must complete their Internship at Philadelphia DHS

Field placement policies and procedures are based on the requirements of your school social work program. You must complete at least 400 internship hours, but you may complete

more, if feasible within your school program. As a CWEB student, you have several options for the completion of your internship that can help you in obtaining employment when you graduate.

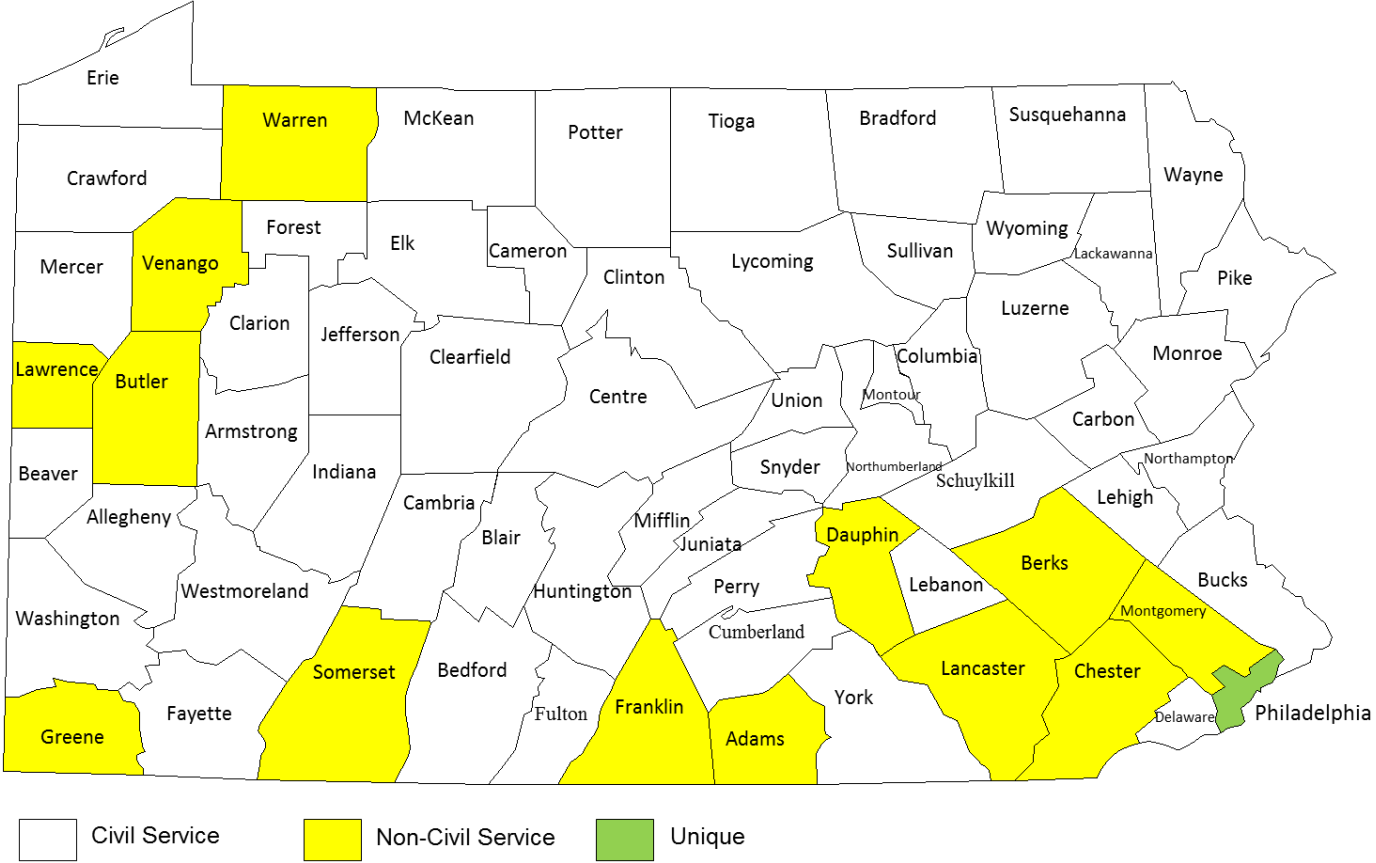
These options are:

- Option 1: 975 hours in a PA Civil Service public child welfare agency (**RECOMMENDED**)
- Option 2: At least 400 hours (but less than 975 hours) in a PA Civil Service public child welfare agency
- Option 3: At least 400 hours in a NON PA Civil Service public child welfare agency

!! TIP !!

- ✓ Pennsylvania has some counties which participate in the state Civil Service System and some which do not.
- ✓ Please see the map below for the situation as of August 2015.
- ✓ Changes may take place at any time during the school year, check with Dr. Bradley-King if you are not sure whether a county is part of the Civil Service system or not.

PA CIVIL/NON-CIVIL SERVICE COUNTIES



Option 1: 975 hours in a PA Civil Service Public Child Welfare Agency

**Internship at a PA Civil Service Public Child Welfare Agency
975 hours**

975 hours at a PA Civil Service County Child Welfare Agency

MUST register for PA Civil Service County Children and Youth
Caseworker Employment List (details below)

DO NOT NEED to take PA Civil Service exam

Eligible to be hired as a Caseworker I or II in a PA Civil Service County
(with BSW/BASW + 975 hours complete)

Eligible for final Fellowship payment on proof of hire by PA Public
Child Welfare Agency

! TIP !

CWEB strongly recommends completion of 975 internship hours if possible

**Option 2: At least 400 hours (but less than 975 hours) in a
PA Civil Service Public Child Welfare Agency**

**Internship at a PA Civil Service Public Child Welfare Agency
Less than 975 hours**

At least 400 hours (or what your school requires), but less than 975 hours at a PA Civil Service County Child Welfare Agency

MUST apply to become a PA Civil Service County Social Casework Intern in your county
(your school or internship agency will help you)

MUST register for PA Civil Service County Children and Youth Caseworker Employment List (details below)

MUST take PA Civil Service Exam
(can take exam up to 7 months before graduation)

Eligible to be hired as Caseworker I or II with BSW/BASW and a high Civil Service Exam score

Eligible for final Fellowship payment on proof of hire by PA Public Child Welfare Agency

**Option 3: At least 400 hours in a NON PA Civil Service
Public Child Welfare Agency**

Internship at a Non-Civil Service PA Public Child Welfare Agency

At least **400 hours** at a Non-Civil Service PA Public Child Welfare Agency
(Before graduation)

MUST register for PA Civil Service County Children and Youth Caseworker Employment List
In case you decide to seek a job at a Civil Service County after graduation

MUST take PA Civil Service Exam

In case you decide to seek a job at a Civil Service County after graduation (You can take the exam up to 7 months before graduation)

Eligible to be hired by a PA non-Civil Service County (with BSW/BASW), and
Eligible to be hired as Caseworker I or II in a Civil Service County (with BSW/BASW + high Civil Service Exam score)

Eligible for final Fellowship payment on proof of hire by PA Public Child Welfare Agency

Enrolling as a Pennsylvania Civil Service County Social Casework Intern (Options 1 & 2)

- (i) To qualify, you must be enrolled as a full-time student with second semester junior standing, have satisfactorily completed at least fifteen (15) credit hours in sociology, social work/social welfare, psychology, or other related social sciences, and complete a two-part application to the PA State Civil Service Commission. Students who anticipate meeting the minimum requirements by the end of their junior year may apply.
- (ii) Applications are available from any State Civil Service office and from universities participating in the program. You can apply online at www.scsc.state.pa.us or submit your completed paper application to:
State Civil Service Commission
(ATTN: Applications)
P.O. Box 569
Harrisburg, PA 17108-0569
- (iii) Counties can appoint CWEB students as **County Social Casework Interns** (an official Civil Service position) once the student receives a passing score based on the written application. You will not need to take a Civil Service examination if your internship is in a Civil Service county and you complete 975 internship hours. (Non-Civil Service counties are noted on the map on page 14). Full completion of 975 hours is not required prior to graduation. Any remaining hours can be completed after graduation if necessary;
- (iv) You need not be a legal Pennsylvania resident to apply for the County Social Casework Intern classification or to participate in the CWEB program. Keep in mind that your employment obligation following graduation is within a Pennsylvania public child welfare agency. Many counties require that you live within that county.

Advantages of Completing 975 Hours of Internship

- ✓ Being better prepared for child welfare practice and highly attractive as employees.
- ✓ The chance to complete much, if not all, of the competency and skill-based training all Pennsylvania agencies require before being certified as child welfare caseworkers. (Called 'Charting the Course')
- ✓ If also registered as a County Social Casework Intern, could be appointed as a Caseworker I or II immediately **without having to take a Civil Service examination.**

B. Complete less than 975 hours and not participate in the State Civil Service Social Casework Intern program (Option 3)

If you select this option, you must take the Civil Service Exam for employment as a Social Caseworker I or II in one of the Civil Service counties in Pennsylvania. You may take this exam up to seven (7) months prior to graduation. If you choose this option, we encourage you to take the examination as soon as possible to assure employment within sixty (60) days of graduation as required.

Whichever option you chose, your school field placement must be in a public (county) child welfare agency, and you must apply to the PA State Civil Service Commission (either to be appointed as a County Social Casework Intern at the beginning of your internship or to register for the Civil Service examination and county children and youth caseworker employment list).

C. Civil Service Commission Procedures

About 70% of the Commonwealth's jobs are Civil Service positions, and the majority of the public children welfare agencies operate under the State Civil Service Commission. Civil Service is a merit system of employment that hires, retains and promotes individuals based on their qualifications and ability to perform the job. To begin Civil Service employment, you need to possess the qualifications required for the job you are interested in, complete the State Civil Service application process, and pass an examination. The Civil Service examination is scored and determines if and when a county may interview you for an open position. The Civil Service examination is a computer-administered, oral, or performance test that must be taken at a Civil Service testing center. Computer-administered tests are given in the Harrisburg, Philadelphia and Pittsburgh State Civil Service Commission offices on most Mondays through Fridays. They are also administered in Allentown, Erie, Johnstown, Lock Haven and Scranton. Testing occurs at these sites approximately 10 days each month – Tuesdays and Wednesdays with some evening and Saturday testing. More information is located at http://www.portal.state.pa.us/portal/server.pt/community/testing_information/14273

CWEB students who complete their 975 hour internship at a Civil Service county are able to receive a final fellowship payment as well as by-pass the Civil Service exam. These CWEB participants are promoted from County Social Casework Intern to a Caseworker I or II position in an interested county; depending on job availability and county policy.

CWEB students who do not complete the 975 hour internship OR who do complete 975 hours but at a non-Civil Service county must take the Civil Service test in order to be eligible for hire. The Pennsylvania Civil Service Commission cannot, at this time, recognize internship hours completed at a non-Civil Service agency in order to by-pass the examination process. While the counties may still value your CWEB gained experience as well as completion of Charting the Course, they cannot grant the same hiring privileges that **County Social Casework Interns** receive. They must request your score through the regular Civil Service system which requires a test. CWEB students completing the 975 hour internship in a non-Civil Service county are still eligible for the final fellowship payment upon hire.

In short:

- If a 975 hour internship is completed in a non-Civil Service county, the CWEB student must register and take the Civil Service examination.
- If a 975 hour internship is completed in a Civil Service county, the CWEB student is exempt from taking the Civil Service test.
- All other CWEB internships require taking the Civil Service test; unless a non-Civil Service county has offered a job post-graduation to a student.

D. Child Welfare Course Requirement

All CWEB students must complete a child welfare course approved by their social work program. Each social work program designates this course for CWEB students. Your academic advisor can help you meet this course requirement.

E. Charting the Course

All Pennsylvania County Child Welfare Caseworkers are required to complete the competency and skill-based curriculum, '*Charting the Course*' (CTC), for certification. CTC is a 10 module, 126 hour curriculum that prepares beginning caseworkers for practice in public child welfare. The CWEB program will provide you with an opportunity to complete at least part of CTC prior to hire in a county child welfare agency. After you have been enrolled in the CWEB program you will receive communication from a Resource Specialist at the Pennsylvania Child Welfare Resource Center who works directly with the county where you will be interning. Your Resource Specialist will assist you with registering for CTC. It is highly recommended that you complete as much of CTC as possible during your internship, and particularly the Safety Assessment and Management module. The time accumulated during CTC can count towards your internship hours and will increase the likelihood of your hire post-graduation, especially if you decide not to complete 975 hours of internship.

F. Other School-Related Issues

We are always happy hear about your school and internship successes – please contact the CWEB faculty. Please contact Dr. Bradley-King and let her know about any other school-related concerns which may affect your participation in CWEB. If your school mistakenly credits your school account when you are participating in CWEB, do let Dr. Bradley-King know.

Contact Dr. Bradley-King with:

- **Your news, successes, awards, and achievements**
- **Withdrawal from a class (including your child welfare class)**
- **You add or drop a class after the Add/Drop period**
- **You receive an Incomplete or failing grade**
- **You have an Academic Review or are put on Academic Probation**
- **You may need a leave from school**
- **Your expected graduation date changes**
- **Your school credits your student account**
- **Your GPA falls below 2.5**

IX. AGENCY-RELATED ISSUES

Your internship is your opportunity to begin applying what you have learned in classes and CTC to the field. We are interested in hearing about your work assignments, opportunities and successes. We also understand that problems may sometimes arise. Contact Dr. Betru immediately regarding **any** issues related to your internship, including warnings, and potential/actual termination of your field placement.

Contact Dr. Betru with:

- **Your news, successes, awards, and achievements**
- **Concerns about performance or disciplinary issues**
- **Any verbal or written warnings you receive**
- **Any potential or actual termination of your internship**

X. REIMBURSEMENT FOR EXPENSES

- (i) Students are allocated \$100.00 for books and school supplies for the **child welfare** course. Students must purchase their books and supplies themselves and then submit reimbursement requests online in the online Expense Report system. See the *Expense Reimbursement Guide for CWEB Students 2015-2016* on the CWEB website.

- (ii) **Original receipts are required for reimbursement and must show the name of the vendor and the items purchased.** Please make sure to request a receipt and save your receipts. Receipts must show the date of purchase in addition to the amount paid and the method of payment (e.g. cash, debit card, etc.).
- (iii) **Please be advised that CWEB funds run from July 1 to June 30 each year. Submissions for expenses from a previous fiscal year cannot be honored once a new fiscal year has begun and the prior year's funds have been closed out.**
- (iv) Nothing over your \$100 book/supply amount available can be reimbursed.
- (v) Remember to keep a copy of your Expense Reports and your receipts. Send your Expense Reports to Mr. Joseph DiPasqua at the CWEB program.
- (vi) The CWEB program cannot reimburse for the following expenses. This is not an exhaustive list, please check with Joseph DiPasqua if you are not sure whether your expense is allowable.
 - Application fee for any Civil Service examination or for clearances
 - Any miscellaneous items such as backpacks, school clothing, cap and gown, graduation announcements or transportation
 - Travel
- (vii) **Please note that it takes up to six weeks from the time we authorize your reimbursement request until you receive a check from the University of Pittsburgh.** Reimbursement checks are processed by the University, not the CWEB program.

XI. EMPLOYMENT COMMITMENT AND RECOUPMENT OF FUNDS

All students are required to sign a legally binding contract requiring them to secure employment in a Pennsylvania public child welfare agency **within sixty days** after graduation. Employment may be in the agency at which you have completed your internship, or any other Pennsylvania county agency willing to offer you employment. **This is a strict requirement and may involve moving to another part of the state for a public child welfare position.**

Additionally, all students who accept any CWEB funds will be contractually obligated to maintain their employment for one full calendar year. This requirement is not negotiable.

IMPORTANT NOTICE

Students who fail to graduate, leave the CWEB program prior to graduation, are dismissed from the CWEB program during their course of study, or fail to fulfill their entire commitment by finding and maintaining agency employment upon graduation, are obligated to repay the full amount of any tuition, fees, fellowship payments, and book/educational supply expenses paid to them or on their behalf during their enrollment in CWEB.

Please note that the commitment period must be completed in full or the full amount paid on the student's behalf becomes repayable; repayment amounts are not prorated.

XII. PROGRAM EVALUATION

- (i) CWEB conducts an annual program evaluation with participating county agencies, school partners, graduates, and students, which is reported to the Pennsylvania Department of Human Services and other stakeholders. The evaluation includes student, agency, and school satisfaction, along with data on recruitment, completion, and retention.
- (ii) From time to time, we may ask you to assess your confidence about your child welfare skills.
- (iii) **Please complete your online surveys, when you receive the requests. Your input is needed and your feedback has a positive impact upon the program.** A high return rate is needed for effective evaluation and to offer important information to state and federal regulators.

