



University of Pittsburgh

*School of Social Work
Child Welfare Education and Research Programs*

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APPENDIX A

CHILD WELFARE EDUCATION FOR BACCALAUREATES (CWEB) and CHILD WELFARE EDUCATION FOR LEADERSHIP (CWEL)

Project Descriptions and Implementation

Project year 2018-2019

I. THE PURPOSES AND SCOPE OF THE CWEB AND CWEL PROGRAMS

A. Purpose of the Program

The intent of the CWEB and CWEL initiatives is to provide programs which will make undergraduate and graduate social work education available to qualified, prospective and current county child welfare agency employees and Department of Human Services - Office of Children, Youth and Families (DHS/OCYF) employees throughout Pennsylvania. Thus, these programs address both the recruitment and retention problems that currently exist in child welfare and encourage prospective and current child welfare practitioners to pursue academic degrees that will prepare them for child welfare practice in Pennsylvania consistent with the best practice models available.¹ They also increase the number of trained staff in many of the child welfare agencies; provide a critical mass of professional staff to set the tone and standards for good and effective practice; contribute a major ingredient necessary to provide a career ladder essential to staff retention; and provide a reservoir of personnel from which to draw future supervisors and administrators. Thus, the CWEB and CWEL programs make professional social work education

available and accessible throughout Pennsylvania by utilizing seventeen (17) of Pennsylvania's accredited social work schools, departments and programs.

B. Definitions of Terms Used in This Agreement

For the purposes of this agreement, the following definitions will apply. In all instances where they exist, the federal definitions of these terms have been taken directly from the federal regulations.ⁱⁱ

1. *Grant to an educational institution* means payments to an educational institution for services rendered under a time limited agreement between the State agency and the eligible educational institution which provides for the training of State or local agency employees or persons preparing for employment with the State or local agency.
2. *Educational institution* means any institution or program which has been accredited by the appropriate institutional accrediting body recognized by the United States Commissioner of Education; which has received accreditation or endorsement for specialized degree programs within the educational institution from the appropriate body (The Council on Social Work Education); and which is approved by the Pennsylvania Department of Human Services for reimbursement for Title IV-E training or training related expenses under this program.
3. *A training program* is the method through which the State agency carries out a plan of education and training to improve the operation of its programs.
4. *Full-time training* means training that requires employees to be relieved of all responsibility for performance of current work to participate in a training program.
5. *Part-time training* means training that allows employees to continue full-time in their jobs or requires only partial reduction of work activities to participate in a training program outside of the State or local agency.
6. *Long-term training* means training for eight consecutive work weeks or longer.

7. *Continuing education* means an on-going program of training planned to enable employees to: (a) reinforce their basic knowledge and develop the required skills for the performance of specific functions, and (b) acquire additional knowledge and skill to meet changes such as enactment of new legislation, development of new policies, or shifts in program emphasis.
8. *Distance learning* means education or training which is conducted *via* satellite or other telecommunications to a location outside of the initiating educational institution.
9. *Fringe benefits* mean the employer's share of premiums for industrial compensation, employee's retirement, unemployment compensation, health insurance, and similar expenses.
10. *Persons preparing for employment* means individuals who are not yet employed by the State or local agency, but who have received financial assistance from the State agency for training, and have made a legally binding commitment with the State or local agency for future employment under the conditions of these regulations [45 CFR, Part 235].
11. *Fellowship* means a basic living allowance paid to a student.
12. *Department* means the Pennsylvania Department of Human Services.
13. *University* means the University of Pittsburgh, a fully accredited educational institution of the Commonwealth System of Higher Education approved by the Department.
14. *Commitment* means a legally binding agreement made by any trainee or student in these programs with the Department or a local agency for future employment under the conditions of the applicable federal regulations [45 CFR, Part 235].

II. PROGRAM DESCRIPTION

The University will oversee and administer the Child Welfare Education program, which consists of two components, with the same design that currently exists. The first component is the Child Welfare Education for Baccalaureates (CWEB) program. This program is designed to provide full-time and part-time undergraduate social work students in selected Council on Social Work Education (CSWE) accredited universities an opportunity to complete preparation for a child welfare career with financial support in return for a legally binding commitment to public child welfare employment in Pennsylvania immediately following the completion of their baccalaureate degree in social work. Only seniors who have been fully and finally admitted to a social work major are eligible to participate. Child welfare specific course work, a public child welfare internship (field work) and enrollment in Pennsylvania's Child Welfare Training Program or approved alternates will be required. County child welfare agency employees who wish to complete an undergraduate degree in social work will be especially encouraged to enroll.

The Child Welfare Education for Leadership (CWEL) program is also designed to provide social work educational opportunities for child welfare workers on both a full-time and part-time basis, but at the graduate level. Workers who are able to be released from their jobs in Pennsylvania child welfare agencies are permitted to attend school on a full-time basis, earning degrees within the usual time period of two academic years or less. Other workers, who cannot be fully relieved from their work responsibilities, may attend school on a part-time basis, completing their educations and earning their degrees within the prescribed, maximum four year period. The CWEL program provides curricular consultation and assists the participating schools in offering child welfare content to their students. It also recommends curriculum requirements for the child welfare content of the degree programs that the students pursue in all of the approved academic programs in the Commonwealth. The CWEL program requires that every CWEL student participate in at least one internship in an agency providing services to

child welfare clients, thus integrating classroom theory with actual practice and in a program or service that is different from the employment assignment in which the student was engaged at the time of entry into the program. This broadens the student's knowledge and experience, helps buffer the frustrations which are inherent in child welfare practice, and assists students in expanding the network of collateral agencies that they know and are able to employ in the service of the children and families in their care. The student gains perspective and professional support through this integrated professional program.

A. Program Administration

The University of Pittsburgh, through its School of Social Work, will implement the CWEB and CWEL programs using four key mechanisms. First, the University provides an undergraduate social work degree program in Pittsburgh and graduate social work degree programs in Pittsburgh, Bradford and Johnstown. The Bradford program is designed to be a child welfare specific program. Distance learning technologies are used to some extent in Johnstown and may be made available in Bradford and other locations. These long-term degree programs are available on both full-time and part-time bases. Secondly, the University provides child welfare curriculum development assistance and support to other educational institutions in Pennsylvania approved by the Department and participating in both the CWEB and CWEL programs and assists the schools in offering child welfare content to their students. Thirdly, the University administers the reimbursement of salaries and fringe benefits to counties, reimbursement of tuition and fees to the participating educational institutions, and payment of fellowships and other allowable support for undergraduate and graduate students attending the University and child welfare education programs at other educational institutions in Pennsylvania approved by the Department.ⁱⁱⁱ Undergraduate and graduate students will qualify for significantly different levels and types of support. Fourthly, the University will work with

the Department in its efforts to strengthen public child welfare in Pennsylvania including, but not limited to, collaboration with such organizations as the Child Welfare League of America and the American Humane Association or such providers as Hornby Zeller Associates, Inc. This collaboration is seen most clearly in the integration of administration and programs with the Pennsylvania Child Welfare Resource Center.

B. Academic Program Approval

The University will recommend to the Department institutions of higher education within the Commonwealth of Pennsylvania that are accredited by the Middle States Association of Colleges and Schools and the Council on Social Work Education for participation in the CWEB/CWEB program. Upon the recommendation of the University, the Department may grant approval to academic programs that are in compliance with applicable federal regulations and that provide social work degree programs supportive of the Department's efforts to assure adequate numbers of professionally educated child welfare staff as described in the Department's approved Title IV-B Child and Family Services Plan^{iv} and the Child and Family Services Review, Program Improvement Plan, especially those portions devoted to training.

In addition to the University of Pittsburgh (Pittsburgh), the Department approves Bryn Mawr College (Bryn Mawr), California University of Pennsylvania (California), Edinboro University of Pennsylvania (Edinboro), Kutztown University of Pennsylvania (Kutztown), Marywood University (Marywood), Millersville University of Pennsylvania (Millersville), Shippensburg University of Pennsylvania (Shippensburg), Temple University (Temple), The University of Pennsylvania, West Chester University of Pennsylvania (West Chester) and Widener University (Widener) for participation in the CWEL Program for the period covered by this Agreement. The Department approves Bloomsburg University of Pennsylvania (Bloomsburg), California, East Stroudsburg University (East Stroudsburg), Edinboro,

Kutztown, Lock Haven University of Pennsylvania (Lock Haven), Mansfield University of Pennsylvania (Mansfield), Marywood, Millersville, Pittsburgh, Shippensburg, Slippery Rock University of Pennsylvania (Slippery Rock), Temple, West Chester and Widener for participation in the CWEB Program.

During Fiscal year 2018-2019, the University, in consultation with the Department, will explore expanding the CWEB program to other accredited undergraduate social work programs within Pennsylvania.

C. Curriculum

The University will implement the CWEB and CWEL Programs in a manner which is designed to prepare or enhance the skills of individuals for practice in public child welfare.^v The University will assist school faculty in identifying and selecting students for participation in the CWEB program and will collaborate with county/state child welfare agencies in the selection of candidates endorsed for participation in the CWEL program. The approved school programs will offer child welfare specific course work and provide an internship (field placement) of at least 400 clock hours in a public child welfare agency for each individual enrolled in CWEB. The University will assist participating CWEB students in enrolling in the prescribed competency-based training provided through the Pennsylvania Child Welfare Resource Center, and will provide advising and assistance in applying for Pennsylvania Civil Service status appropriate to an individual's participation in the program. The University will require approved CWEL programs to provide for each enrolled individual a minimum of two courses which are predominately child welfare practice, policy or research in content and an internship or field practicum of at least 400 clock hours in an agency serving public child welfare clientele. At its discretion, the University may approve distance learning for coursework that may make it possible to share curriculum among approved programs.

D. Students

1. Eligibility.^{vi} The University will use the following to determine eligibility for the CWEB and CWEL programs.

CWEB Program: Persons are eligible to apply for the CWEB program who:

- Are fully and finally admitted to an approved undergraduate social work major;
- Have successfully completed at least seventy-five (75) undergraduate semester credit hours and achieved senior class status;
- Are approved by the social work faculty of their school (department or program);
- Complete the Pennsylvania Civil Service application process for County Social Casework Intern and who receive a passing civil service score on the County Social Casework Intern application;
- Apply for and receive Act 33 and Act 34 clearances (as well as FBI clearances when required);
- Have a valid Pennsylvania driver's license;
- Express and demonstrate a career interest in public child welfare; and
- Are prepared to make a legally binding agreement for public child welfare employment in Pennsylvania after their graduation.

CWEL Program: Persons are eligible to apply for the CWEL program who:

- Are Pennsylvania residents if required by their position classification;
- Are employees of any public county children and youth agency in Pennsylvania or DPW/OCYF employees for at least two years and 1) the employee's most recent performance evaluation is at least satisfactory; 2) the employee's enrollment is consistent with the programmatic needs of the agency and the individual training needs of the employee; and 3) has the approval of their county.

Persons currently in default on any outstanding federal or state educational loans are ineligible and certify that they are not in default at the time of application.

2. Selection.

CWEB Program: The University will require that the approved CWEB programs base the recommendation of students upon criteria that include academic standing, career interest in public child welfare supported by a written statement, approval of the faculty of the social work program in which they are enrolled, available funding, and the date of application for CWEB funding. The University will also require that the deadline for students to apply to the CWEB program is April 30 of each year for fall admission and November 15 of each year for January admission.

CWEL Program: The University will select students into the CWEL program based upon criteria that include admission to an approved academic program, available funding, geographic distribution, seniority, space availability in the approved academic programs, date of application for CWEL funding, date of acceptance into an approved academic program, and employer recommendations. All persons seeking to enroll in the CWEL program must (a) make application to and be accepted as a social work degree student by one of the approved academic programs, (b) make application to and be accepted by the CWEL program,^{vii} and (c) obtain approval from their employer. The deadline for applying for the CWEL program is April 30 of each year, but CWEL applications may be filed up to one (1) calendar year in advance of anticipated matriculation into an approved program.

In consultation with appropriate administrators and faculty, the University will timely establish and announce the procedures and deadlines for the selection of students for the CWEB and CWEL programs. The University retains the right of final decision making for participation in the CWEB and CWEL programs.

3. Enrollment Period. In keeping with standards established by the Council on Social Work Education (CSWE), all trainees admitted to the CWEB program will be required to complete their degree programs in not more than two calendar years beyond the completion of their junior academic year as defined by the school in which they are enrolled. All trainees admitted to the CWEL program will be required to complete their degree programs in not more than four calendar years from the date of their first classes.
4. 2018-2019 Enrollment Goals. For the 2018-2019 academic year, it will be the goal of the Department and the University to enroll approximately ninety (90) full-time and part-time students distributed among the schools participating in the CWEB program. For the 2018-2019 academic year, it will be the goal of the Department and the University to enroll approximately one hundred and eighty-two (182) graduate (CWEL) students distributed among the schools participating in the CWEL program. These full-time and part-time CWEL students will include those continuing their studies from prior admissions during the 2015-2016, 2016-2017 and 2017-2018 academic years. The Department and the University may also consider recruiting one doctoral-level student as part of a pilot program.

E. Student Commitment to Employment and Recoupment of Funds

The University will require all students enrolled in the CWEB program to make a legally binding commitment to work for a public county child welfare agency in Pennsylvania upon completion of their degree program for one calendar year for each academic year for which they received financial support except as otherwise provided by federal regulation.^{viii} The University will require all students enrolled in the CWEL program to make a legally binding commitment with their local child welfare agency in Pennsylvania or DHS/OCYF and the University to work

for that county agency or DHS/OCYF upon completion of their degree program for a period of time equal in number of full months to the number of full and partial months for which they received support except as otherwise provided by federal regulation.^{ix} The work commitment for part-time CWEB and CWEL students will be prorated so that it will not exceed the commitment of full-time students enrolled in the same degree program at the same school. It is required that all students commit themselves to employment with a local agency or DHS/OCYF in a capacity such that their assignment is in providing foster care and/or adoption services to clients eligible for those or other services under federal Title IV-E. Persons returning to employment in county agencies or DHS/OCYF after graduation as a CWEL student must be placed in positions of responsibility equal to or greater than the position they held before enrollment in the CWEL program. The work commitment for the doctoral student will be with the Pennsylvania Child Welfare Resource Center to provide program evaluation for the IV-E programs.

The University will require that students who fail to graduate or to fulfill their commitment by accepting or returning to employment with a county child welfare agency in Pennsylvania or DHS/OCYF are obligated to repay the amount of all tuition, fees, salary, fringe benefits, fellowships, travel, and/or book/educational supply expenses paid to them or on their behalf during their enrollment in the CWEB or CWEL program and any and all costs of collection and attorney's fees. The University and the Department will treat any recoupment of funds from students failing to fulfill their commitment as a refund and deducted from total training costs for the purpose of determining net costs for federal financial participation.^x

F. Financial Support for the CWEB and CWEL Programs

1. Financial support for these programs comes from a combination of federal, state, county, employee, and educational institution resources. Federal support is provided

under applicable provisions of the Social Security Act.^{xi} Generally this is seventy-five percent (75%) of allowable instructional costs and fifty percent (50%) of allowable administrative costs incurred in carrying out the approved state Title IV-B plan for training calculated as stipulated by applicable federal regulations. State contributions come from the Commonwealth of Pennsylvania in the form of a portion of the non-federal match required by federal regulations and state participation in program approval and evaluation. County participation is in the form of adjusted work schedules for part-time CWEL students, granting of training leaves for full-time CWEL students, maintenance of CWEL employee/student's rights and benefits during the period of enrollment,^{xii} and provision of supervised internship (field work) sites for CWEL students. CWEL employees participate by successfully completing their degree programs and work commitment, and in the case of part-time students, by finding ways to combine employment and academic study in ways that satisfy the requirements of both, often a very difficult task. The University participates by making available the difference between the eight percent (8%) indirect cost rate for training (exclusive of tuition, fees, fellowships and equipment) and the University's federally-approved sponsored instructional programs indirect cost rate (currently 43%) as a contribution toward the required non-federal cost match if necessary. The University also provides office space within the School of Social Work for the program faculty and staff. No non-public institution of higher education funds whatsoever are used in the non-federal match.^{xiii}

2. The University will reimburse the counties for the salaries and fringe benefits of full-time employees enrolled in the CWEL program for the entire training period. The salary reimbursement shall not exceed ninety-five percent (95%) of the full-time student's salary at the time the educational leave is effective and the applicable fringe

benefits is not to exceed the amount permitted by the Department. This continues for the summer period between full-time academic years. This support is limited to one such summer period.^{xiv} No salary or fringe benefits will be reimbursed for part-time CWEL students. CWEL students will receive a fellowship.

3. The University will provide students enrolled in approved CWEL and CWEL programs with support for tuition, applicable institutional fees, and a specified amount per course for book and educational supply expenses. In addition, full-time and part-time CWEL students who commute to the academic programs in which they are enrolled may receive reasonable travel expenses if the distance from their residence to the place of their enrollment is greater than twenty-five miles one way.^{xv} This travel reimbursement is calculated at the prevailing rate for the University, but may be limited to a percentage of the student's actual travel costs, based upon the availability of funds for that purpose.
4. The University, in collaboration with the counties, will ensure that child welfare employees enrolled in the CWEL program retain their benefits while on full-time, long-term training leave^{xvi} and are assured of continued agency support until their degrees are completed assuming normal academic progress and compliance with the provisions of an agreement signed by the student as part of the CWEL enrollment process.

G. Deliverables

The following specific efforts and products are to be delivered by the University:

1. In cooperation and consultation with the Department, the approved institutions of higher education, the Pennsylvania Children and Youth Administrators, Inc. (PCYA), the Pennsylvania Association of Undergraduate Social Work Educators (PAUSWE) and CSWE, inform undergraduate students, county children and youth administrators

and county child welfare agency employees of the availability of the educational opportunities through the CWEB and CWEL Programs.

2. Inform eligible employees of the children and youth agencies of the CWEL program and the policies and procedures for application.
3. Participate in (a) state-wide or regional seminar(s), workshop(s), conference(s) or meeting(s) to inform children and youth administrators about implementing the CWEB and CWEL programs in their agencies.
4. Provide necessary technical assistance to qualified persons in the process of application, admission and enrollment in the CWEB and CWEL programs.
5. Conduct (a) state-wide or regional seminar(s), workshop(s), conference(s) or meeting(s) for representatives of all approved institutions of higher education to inform them of the CWEB and CWEL programs and assist them in implementing one or both of the CWEB and CWEL programs in their educational institutions.
6. Provide child welfare curriculum and course development technical assistance to all approved academic programs in Pennsylvania. Upon request, the University may also provide consultation on recruitment, admissions, enrollment and placement insofar as this assistance relates directly to the academic components and nature of the child welfare curriculum or the CWEB or CWEL programs.
7. Enroll and advise approximately twelve (12) full-time equivalent undergraduate students in the University's CWEB program.
8. Enroll and advise approximately thirty (30) full-time and fourteen (14) part-time, masters students from among the employees of the county child welfare agencies or DHS/OCYF in the University's CWEL program.^{xvii}
9. Provide a child welfare curriculum and field practica for approximately twelve (12) BASW and forty-four (44) MSW students. The following courses, all currently or

recently offered by the University, are illustrative of those appropriate in such a curriculum and are among those from which the curriculum will be constructed: Child and Family Policy, Child Welfare Services, Children and Families at Risk, Issues in Child Maltreatment, Direct Practice with Children and Adolescents, Family Conferencing and Teaming, Social Work Practice with Families, Child and Family Advocacy, Intimate Partner Violence, Clinical Social Work Practice with African American Families, Social Work Practice with Diverse Populations, Social Work and Law, Social Work and Traumatic Stress, and Social Work with Drug and Alcohol Dependency.^{xviii}

10. Seek to enroll approximately seventy-eight (78) new full-time and part-time students in the undergraduate social work program (CWEB) from among the CSWE accredited social work programs other than Pittsburgh named in III, B preceding. This will be accomplished by working closely with the faculty of those schools to publicize the CWEB program, by recruiting and selecting qualified students, and obtaining the students' commitment to the requirements of the program as a condition of financial assistance.
11. Seek to enroll new full-time and new part-time, masters students (CWEL) from among the employees of child welfare agencies in each of the other programs in Pennsylvania approved by the Department. This recruitment and enrollment process will strive to accomplish a state-wide enrollment (outside of Pittsburgh) of approximately one hundred and thirty-eight (138) students (including continuing students) while allowing for maximum individual student and county choice in selecting a school and determining the enrollment status (full or part-time) most appropriate for each employee.
12. In cooperation and consultation with the Department, the Pennsylvania State Civil Service Commission, and the county child welfare agencies, assist child welfare

agencies in placement and employment of qualified graduates from the CWEB and CWEL programs.

13. Track the post training employment of CWEB and CWEL program trainees with the assistance of the approved academic program in which they were enrolled for a period equal to the trainee's work commitment and advise the Department of their status, at least annually in accordance with Title IV-E regulations^{xix} and Public Law 103-432.
14. Evaluate the CWEB and CWEL programs. These evaluations will be carried out by the University in cooperation with the Department, county children and youth agencies, the participating and approved academic programs, the enrolled students, and the program's graduates.^{xx} The evaluation will include data on the success of recruitment, completion, and retention efforts; student and employer satisfaction; and the outcome of efforts to make educational opportunities available to those whose access is currently limited by distance and/or financial resources. Instruments and methods will be devised to have the county agencies, the participating institutions of higher education, the enrolled students, and graduates evaluate at least (1) the CWEB/CWEL staff; (2) the CWEB/CWEL contractual conditions and procedures; (3) the fiscal arrangements; and (4) the value of the CWEB and CWEL programs for recruitment and retention of qualified staff in child welfare. In addition, the agencies will be asked to evaluate the preparedness of the graduates upon their initial employment or return to the agency and the practicality and utility of the summer arrangements for both CWEB and CWEL students, the participating schools and the county agencies. The graduates will also be asked to evaluate the degree program in which they were enrolled, their levels of preparedness for their agency roles after graduation, and their job satisfaction after their employment or return to the agency. Longer term graduates are also asked to assess the organizational climate of their

respective agency. Because the CWEL program is now entering its twenty-third year, it becomes increasingly difficult to sustain a statistically suitable response rate for longer-term graduates. For this population, sampling is used to avoid survey fatigue. Results of the program evaluation are included in the Annual Report submitted to the Department.

15. The University may enter into contracts, subcontracts or other agreements with not-for-profit professional agencies, organizations and associations as well as with for-profit vendors to assist the Department in its efforts to fulfill the expectations of the Pennsylvania Program Improvement Plan (CFSR) or otherwise strengthen public child welfare in Pennsylvania or as may be otherwise agreed to by the University and the Department during the period of this agreement.
16. Provide a detailed annual program and fiscal report. The fiscal audit shall be in accordance with the provisions of the United States Office of Management and Budget Uniform Guidance.

H. CWEB and CWEL Program Staff^{xxi}

The University staff required to undertake this program will consist of the following:

1. Principal Investigator (75%) - Responsibility for direction of projects, supervision of staff, policy decisions and implementation, liaison with the Department, liaison with the University, academic, curricular and administrative matters, academic instruction, and all reporting. A master's degree in social work or closely related field, a doctorate in social work or closely related field, faculty appointment in a CSWE accredited school of social work, at least 10 years experience in social work practice and 8 years of

academic experience is required. This position is currently filled by Dr. Helen Cahalane, MSW, Ph.D., ACSW, LCSW.

2. Academic Coordinator (CWEL) (100%) - Responsibility for all curricular aspects of the program and academic liaison with faculty, academic deans and directors, enrolled students and approved graduate programs statewide; academic instruction; and academic program evaluation. Child welfare expertise, MSW, doctorate in social work or a related field and academic experience required. This position is currently filled by Dr. Elizabeth Winter, MSW, Ph.D., LSW.
3. Field and Placement Coordinator (CWEB/CWEL) (100%) - Responsibility for assisting with all educational aspects of relationships with agencies including admissions, monitoring trainee academic progress, oversight of field instruction placement and arrangements; assisting in post degree placement of trainees; monitoring fulfillment of trainee commitments; and academic instruction. MSW and child welfare experience required. This position is currently filled by Dr. Yodit Betru, DSW, LCSW.
4. Academic Coordinator (CWEB) (100%) - Responsible for all curricular aspects and academic liaison with academic deans, program directors and faculty of all approved undergraduate programs statewide; academic instruction; placement of graduates of the baccalaureate programs and academic program evaluation. Expertise in child welfare, expertise in undergraduate social work education, and an MSW required. Doctorate in social work or closely related field required. This position is currently filled by Dr. Cynthia Bradley-King, MSW, Ph.D.

5. Program Evaluator and Researcher (85%) – Faculty position responsible for assisting in evaluation of the CWEB and CWEL programs, child welfare education and training outcomes, research related to child welfare practice and classroom instruction. Master’s degree in social work or closely related field, doctorate in social work or closely related field, at least three (3) years experience in child welfare practice, research or administration, and expertise in child welfare practice and research design and methodology. This position is currently filled by Dr. Mary E. Rauktis, Ph.D. (42.5%) and Dr. Marlo A. Perry, Ph.D. (42.5%).
6. Program Administrators (2 at 85%) - Normal duties associated with support of academic program staff and oversight of administrative support functions. These positions are currently filled by Ms. Yvonne Hamm, BS and Mr. Joseph F. DiPasqua II, MA.
7. Chief Fiscal Officer (80%) - Responsible for monitoring fiscal details of budgets, accounts, invoices and fiscal reports, relating to the Department and subcontractors regarding fiscal matters; working closely with the Principal Investigator on all contract related fiscal matters, budget preparation and projections, recoupment, and assisting with technical details of personnel matters with the University for staff. Must be an employee of the University familiar with federal, state and university fiscal policies, regulations and procedures as well as contract administration. This person serves both the CWEB and CWEL programs. At least a bachelor’s degree in accounting is required. MBA, CPA or CMA preferred. Five years experience required. This position is currently filled by Mr. Michael C. Schrecengost, MPPM, CMA.

9. Student Records Coordinator (90%) - Responsible for academic support of the CWEB and CWEL programs including maintaining the management information systems; supervising all computer hardware and software installations and maintenance for CWEB and CWEL faculty and staff; oversight and maintenance of the internet presence of the CWEB and CWEL programs; liaison with University computer security and systems personnel; collaboration with data and systems personnel in the Child Welfare Resource Center; and generation of statistical reports for the CWEB and CWEL programs. A bachelor's degree in computer science and five years of experience preferred. This position is currently filled by Ms. Lynda Rose, MSIS.
10. Evaluation Coordinator (35%) - Staff position responsible for assisting faculty in evaluation of the CWEB and CWEL programs, child welfare education and training outcomes, research related to child welfare practice and classroom instruction. Master's degree in social work or closely related field, at least three (3) years experience in child welfare practice, research or administration. This position is currently filled by Ms. Rachel Winters, M.A.
11. Data Manager (10%) - Responsible for backup support of the Student Records Manager and assisting with the development, testing and implementation of new data systems, websites and computer systems. The working relationship between the Student Records Manager and the Data Manager ensures compatibility between CWEB and CWEL computer systems and the School of Social Work computer systems. A bachelor's degree in computer science and two years of experience preferred. This position is currently filled by Mr. Frank Puchalski, AS.

12. Assistant to the Dean (2.5%) - Responsible for administration of faculty and staff recruiting, faculty reappointments and coordination of annual staff appraisals. This position is currently filled by Ms. Rosie Rinella.
13. Graduate Student Assistant (85%) - Responsible for conducting literature searches, support for program evaluation, assist with data analysis, contract maintenance and program disbursements.

III. CWEB and CWEL Program Implementation

Consistent with the policies and procedures already established and in place, the University will implement the CWEB and CWEL programs in the following manner:

- A. Undergraduates fully enrolled in the approved CWEB programs in Pennsylvania will be informed of the CWEB opportunity through their academic programs. The University will encourage these programs to recruit students and provide the required child welfare content and to assist them in qualifying for participation in the CWEB program. The University will provide the following outline approved by the Department to guide development of the CWEB program:

Junior Undergraduate Year

- Begin social work education studies by taking foundation courses
- Students are offered opportunity to consider child welfare as a career and receive academic and career guidance
- Students may apply for Title IV-E support and receive advising on requirements including work commitment after graduation
- Students complete Act 33 and Act 34 clearances as well as FBI clearances when required

- Student applications are reviewed and those selected for participation in the program complete legally-binding training agreement
- Students admitted to the program receive assistance in completing the State Civil Service applications necessary to qualify for appointment as a County Social Casework Intern and the steps necessary to secure an internship (field placement) in a public child welfare agency in Pennsylvania.

Senior Undergraduate Year

- Students continue social work major studies including practice courses, field practicum in child welfare and child welfare coursework
- Students receive tuition, book allowance and fellowship in return for legally-binding agreement to work in a public child welfare agency in Pennsylvania upon graduation and in accordance with Title IV-E regulations
- Students may begin field practice as early as July 1 between junior and senior years. During summer and continuing throughout the year, students complete training for as many of the core child welfare competencies mandated by the Department as possible. Students will complete a minimum of 400 clock hours of internship, but may complete as many as 975 clock hours of placement. Student fellowships will take into account the number of hours of internship, as well as student's compliance with program requirements.
- Students complete degree and begin employment with a county child welfare agency in Pennsylvania. Employment may be in the agency at which the student completed the student's internship, but may be at any other Pennsylvania county agency willing to offer the student employment. The University will assist in making these arrangements and will monitor student compliance with terms of the agreement and any recoupment required by student default. Student work commitment will be one (1) calendar year for one (1) academic year of support. Unlike the graduate program, Title IV-E regulations permit a commitment for "persons preparing for employment" longer than the period of actual support.^{xxii}

B. Child welfare administrators and other employees potentially eligible to apply for study will be notified by the University about the CWEL program.

C. Child welfare agency employees will apply for admission to any approved academic degree program through the normal channels in accordance with that program's usual admission standards, criteria and procedures.

- D. Employees who are admitted to an approved academic degree program for full-time CWEL study must apply for and receive a training leave of absence from their employer.^{xxiii} Persons admitted to an approved academic degree program for part-time CWEL study shall obtain approval from their employer for a flexible work schedule to attend classes and field practica.
- E. A child welfare employee granted educational leave or special schedule accommodations to participate in the CWEL program for full-time or part-time study must return to work in the agency granting the leave for a period equal in full months to the period of full or partial months for which financial support was provided except where exemptions are granted by the Department or University in collaboration with the county agency as permitted by federal regulations.^{xxiv} This educational leave shall terminate immediately upon the student's graduation or other exit from the program. Receipt of financial support will be conditional upon the student's signing an explicit, legally binding agreement and commitment upon entry into the program agreeing to fulfill such a work commitment, among other things.^{xxv} This commitment will be to employment with the local agency or DHS/OCYF in a capacity such that their assignment will be in providing foster care and/or adoption services to clients eligible for those or other services under federal Title IV-E. In addition, persons returning to employment in an agency will be placed in positions of responsibility equal to or greater than the position they held before enrollment in the CWEL program.
- F. A good faith effort will be made by the Department and the University to recoup any tuition, fees, salary, fellowship, travel and/or book/educational supply expenses paid to or on behalf of trainees failing to fulfill their CWEL or CWEL degree programs or work commitment.^{xxvi} However, the University will not be financially liable for the amount(s) of any unrecovered funds resulting from student repayment defaults.

G. Child welfare employees enrolled in the CWEL program will retain their benefits in the employing agency while on full-time, long-term training leave. ^{xxvii}

H. Employees enrolled full-time in an approved CWEL program will be required to return to the employing agency for assignment during the periods between academic terms or semesters which exceed fifteen work days. However, during the summer period between full-time academic years, employees/trainees may continue their studies on a part-time basis.

2/15/18

REFERENCES

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- ⁱ 45 CFR, Ch. II, § 235.63 (c) (1).
ⁱⁱ 45 CFR, Ch. II, § 235.61.
ⁱⁱⁱ 45 CFR, Ch. II, § 235.63 (c).
^{iv} 45 CFR, Ch. II, § 235.62 and 45 CFR, Ch. II, § 235.63 (c) (4).
^v 45 CFR, Ch. II, § 235.62 (b) & § 235.63 (c) (4 & 5).
^{vi} 45 CFR, Ch. II, § 235.63 (a).
^{vii} 45 CFR, Ch. II, § 235.63 (b) (3 & 4).
^{viii} 45 CFR, Ch. II, § 235.63 (b) (1, 5, & 6).
^{ix} 45 CFR, Ch. II, § 235.63 (b) (1, 5, & 6).
^x 45 CFR, Ch. II, § 235.63 (b) (9).
^{xi} 45 CFR, Ch. II, § 235.60.
^{xii} 45 CFR, Ch. II, § 235.61 (c & d) 235.63 (b) (2), & 235.64 (c) (1).
^{xiii} Notice of proposed rulemaking. United States Children's Bureau. (1998). Federal Register, 63, (80), 22036.
^{xiv} 45 CFR, Ch. II, § 235.64 (c) (1).
^{xv} 45 CFR, Ch. II, § 235.64 (c) (1 & 4).
^{xvi} 45 CFR, Ch. II, § 235.63 (b) (2).
^{xvii} 45 CFR, Ch. II, § 235.63 (a).
^{xviii} 45 CFR, Ch. II, § 235.62 (b).
^{xix} 45 CFR, Ch. II, § 235.63 (b) (7).
^{xx} 45 CFR, Ch. II, § 235.63 (b) (8) & (c) (5).
^{xxi} 45 CFR, Ch. II, § 235.64 (d).
^{xxii} 45 CFR, Ch. II, § 235.63 (a) (5).
^{xxiii} 45 CFR, Ch. II, § 235.63 (b) (2).
^{xxiv} 45 CFR, Ch. II, § 235.63 (b) (1, 5, & 6).
^{xxv} 45 CFR, Ch. II, § 235.63 (b) (1).
^{xxvi} 45 CFR, Ch. II, § 235.63 (b) (9).
^{xxvii} 45 CFR, Ch. II, § 235.61 (c) & § 235.63 (b) (2).

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