



University of
Pittsburgh

School of Social Work



pennsylvania
DEPARTMENT OF HUMAN SERVICES



Child Welfare Education for Leadership (CWEL)

STUDENT HANDBOOK

2023-2024



Child Welfare Education and Research Programs (CWERP)

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.

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***The CWEL Handbook is updated each academic year.
We recommend that you read it carefully,
even if you are familiar with previous versions.***

***All information on how to request expense reimbursement is in a
separate document, the 'CWEL Expense Reimbursement Guide'.***

CWEL STUDENT HANDBOOK

I. INTRODUCTION

Welcome to the CWEL program!

This handbook clarifies some frequently asked questions and includes requirements that you must take into consideration in planning your academic, field, and work schedules.

CWEL is a graduate-level, child welfare education program governed by the federal Title IV-E regulations contained in 45 CFR, Ch. II, Part 235 and Ch. XIII, Part 1356. The academic and work requirements described in this handbook are necessary to maintain compliance with both 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.

Always review this Handbook before you contact us to save our time and yours!

- The Principal Investigator of the CWEL program is Dr. Helen Cahalane.
- Academic and other school issues, including tuition, are handled by the CWEL Academic Coordinator, Dr. Alicia Johnson.
- County agency issues are handled by the Agency Coordinator, Professor Laura Borish.
- Ms. Yvonne Hamm handles many CWEL program issues and can help direct you to someone else if necessary.
- Mr. Joseph DiPasqua handles CWEL expense reimbursement matters.

Contact CWEL

University of Pittsburgh
2009 Cathedral of Learning
Pittsburgh, PA 15260

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

<http://www.socialwork.pitt.edu/research/child-welfare/cwel.php>

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II. PROFESSIONAL EDUCATION AND DEVELOPMENT

The CWEL program is designed to strengthen public child welfare services in Pennsylvania by providing educational opportunities at the graduate level for public child welfare personnel.

Child Welfare: A Profession, Not Just a Job!

You are continuing your journey as a social work professional in public child welfare. As a CWEL student, you represent your profession, your county agency, your school, the CWEL program, and child welfare at all times, not just when you are working at your agency! This includes your presence on all social media platforms.

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 CWEL program, students need to follow the NASW Code of Ethics as well as meeting CWEL 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 CWEL program faculty and staff.

In the event that a CWEL student does not follow CWEL program requirements, or experiences academic and/or employment difficulty, then CWERP will hold a team decision-making conference with the CWEL student to develop a plan for the student to successfully meet all program requirements. The plan will be determined in collaboration with the student, the school, and the county agency. The CWERP program faculty will decide whether a CWEL student may continue in the program or not.

III. COMMUNICATION WITH CWEL

Please Be Considerate When Contacting CWEL!

1. Before contacting us, please read the Handbook – many of the answers to your questions are here!
2. Only contact ONE person at CWEL –it is not an efficient use of time for more than one person to be answering the same question! If you contact the wrong person, we will make sure to get your question to the person who can help you.
3. Keep your Child Welfare Education and Research Programs (CWERP) username and password where you can find it easily (for example, in your phone). You will use your login credentials throughout your participation in CWEL and following your graduation.

(i) There are several requirements that you will need to attend to upon admission to CWEL.

<i>Requirements Immediately Following CWEL Admission</i> <i>Before any funds can be released to you or your school</i>		
Upload these documents when you receive your CWEL admission notification	Signed Permission to Release Academic Information form (FERPA Release) * Sign and return through DocuSign	Required before CWEL funds are released
	Signed Contract Sign and return through DocuSign	Required for participation in CWEL
	W9 Sign and return through DocuSign	Required before CWEL funds are released
	Peer Communication Authorization Sign and return through DocuSign	Failure to receive signed authorization will be deemed an opt-out action
Before your first semester in CWEL starts	Enter your Student Information online at www.cwerp.pitt.edu	Required before CWEL funds are released
	Submit Google travel information Email to cwerp@pitt.edu	If you qualify for travel reimbursement

*Except for Penn and Pitt students, for whom the procedure is different.

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

TIPS!

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

(iii) CWEL faculty and staff will arrange virtual meetings on a regular basis to connect with students. Additionally, there are two mandatory CWEL Student Meetings held annually (once in fall and once in spring). Your attendance and participation in these meetings is a requirement of your contract. Advance notification and a Zoom link will be sent to you through email. These meetings provide for dialogue, space to ask questions, and the opportunity to join in a community of learning with child welfare agency professionals across the state. CWEL faculty may also travel to school campuses when conditions permit.

(iv) **CWEL ONLINE STUDENT INFORMATION SYSTEM: Every semester, students are required to submit their Student Information online including courses and detailed field information to CWEL at www.cwerp.pitt.edu, whether taking classes that semester, or not. If you are not taking classes, select ‘Other’ from the drop-down menu, then you will enter “No Courses”**

TIP!! Update Your Online Student Information Every Semester

1. Access the Online Student Information System
<https://www.cwerp.pitt.edu>
2. Log in:
 - a. Enter your **username** and **password** (selected at the time of application).
 - b. Click the provided link if you have forgotten your password.

For technical assistance, contact Ms. Yvonne Hamm at ymh4@pitt.edu.

Tuition and expenses are not released unless your information is current every semester.

Your Student Information serves several functions and is necessary for academic tracking and auditing purposes. This information includes data such as:

- ✓ Current, valid work, school, and home email addresses
- ✓ Current valid home address
- ✓ Current valid work, home, and cell phone numbers
- ✓ Classes and detailed field information for **EVERY SEMESTER**, including credit hours
- ✓ Days of the week attending school/classes (whether in-person or online)
- ✓ Internship site, type, and days of the week you are in field
- ✓ Your anticipated graduation date

Example of semester field information:

***Note: this screen will only generate if you have a field course entered for that term**

Agency type: Private – Non-Profit

Agency: Pegasus Youth Services
 Scope: Recruiting resource parents, home studies, home inspections
 Program: Treatment Foster Care
 Population: Children with behavioral and/or medical concerns in need of placement

- (v) If your name changes, complete and send in a new W9 (via DocuSign) AND contact Ms. Yvonne Hamm to let her know your new name.
- (vi) If your address changes, complete and send in a new W9 (via DocuSign) AND update your online Student Information.
- (vii) If your email address changes, update your online Student Information.
- (viii) There are several other required periodic contacts with the CWEL 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.

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 Month	Submit Expense Reimbursement Request (at end of each month)	Delayed expenserequests may be refused	See Expense Guide
Every Semester Whether or not you have classes!	Enter courses and detailed field information in CWEL Student Information System (when you receive email notification)	Required before CWEL funds are released	5-7
Annually	Request funding for summer courses and/or field (when you receive email notification in Spring)	Required to ensure availability of funding	13, 18
	Complete Program Evaluation Survey (when you receive email notification)	Required CWEL program evaluation	9
During Course of Study	Complete CWEL Academic requirements	Confirmation from your school is required to ensure program compliance	11-17

Remember to See the Rest of the Handbook for Details

When	Action	Reason	Page
As needed	Contact Dr. Johnson	Withdrawal from class	13
		If Add/Drop class after Student Info in	19
		Incomplete grade	13
		Failed class / need to retake	13
		Academic Review or Probation	13
		You may need a leave from school	13
		Your GPA falls below 3.0	13
		Your field placement changes	13
		Your expected graduation date changes	13
		Your school credits your student account (Note: CWEL students are not entitled to tuition/fee refunds from their respective school. These funds belong to the CWEL program.)	19
	Contact the CWEL program <u>and</u> your county agency	You receive an academic award or honor	13
	Contact Professor Borish	You have performance problems or work-related concerns at your agency	9
	Submit new Google travel information at cwerp@pitt.edu	You travel to a different campus, or move, and qualify for mileage	See Expense Guide
	Update CWEL Online Student Information	You have a new mailing / email address	7
	Contact Ms. Yvonne Hamm AND Submit a new W9	Your name changes	7
Contact Ms. Yvonne Hamm AND Submit a new W9	You have a new address	7	

TIPS!

- Adjust filter settings to allow email from CWEL faculty and staff
- Regularly check “junk” or “spam” email folders for CWEL messages
- Add CWEL program staff email addresses to your “safe sender” list

IV. PROGRAM EVALUATION

- (i) CWEL 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) **Please complete your online survey when you receive the request. 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.

V. AGENCY-RELATED ISSUES

- (i) All full-time students are required to return to their agency for work assignments during the summer and whenever there is a break from school greater than 15 working days.
- (ii) CWEL reimburses salaries and benefits to agencies for full-time students. Reimbursement continues uninterrupted throughout the summer months and during school breaks.
- (iii) Students remain agency employees during their time in school and are governed by agency personnel policies and procedures.
- (iv) Contact Dr. Johnson or Professor Borish immediately concerning any potential change from part-time to full-time study, or vice versa. This requires approval from your agency, school, and CWEL.
- (v) Contact Professor Borish immediately regarding **any** work performance-related issues at your agency, including disciplinary meetings, warnings, suspensions, and potential/actual termination.

Contact Professor Borish if:

- **You have work performance issues**
- **You have any disciplinary meetings**
- **You receive verbal or written warnings**
- **You are suspended from work**
- **Any potential or actual termination**

VI. COMMITMENT AND RECOUPMENT OF FUNDS

- (i) All students are subject to the legally binding commitment to work for their agency upon program completion. For full-time students, this is for a period of time equal in number of full months to the number of full and partial months for which they received CWEL financial support. For part-time students, commitments are computed based on the percentage of the degree funded by CWEL and the amount of time needed to complete the degree by a full-time regular admission student. Following return to the agency, graduates are required to provide IV-E services.
- (ii) Work commitment time is not calculated until the conclusion of studies and graduation is confirmed. Before any time may be counted toward fulfillment of agency commitment, **all** graduation requirements **and** all CWEL academic requirements must be completed.
- (iii) On completion of the CWEL program students will receive a letter containing details of their commitment once relevant information has been received from schools and processed.

IMPORTANT NOTICE

Program Completion and Recoupment

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

Please note that the commitment period must be completed in full or the total amount paid on the student's behalf becomes repayable.

Repayment amounts are not prorated.

VII. ADMISSION and ACADEMIC REQUIREMENTS

- (i) Students are admitted to CWEL with either regular or provisional status. If, for any reason, CWEL is concerned about a student’s ability to be successful in the CWEL program, that student may be admitted with provisional status. Admission with provisional CWEL status is at the sole discretion of the CWEL Admissions Committee.

Note: This is a CWEL program status and is separate from your school admission status.

A student admitted with provisional CWEL status must achieve a minimum cumulative grade point average (GPA) of 3.0 by the end of the first semester of study within the CWEL program. Provisional status for students who achieve a minimum cumulative GPA of 3.0 by the end of the first semester of study will be changed from provisional to regular status at that time.

Any provisional student who does not achieve a minimum cumulative GPA of 3.0 by the end of the first semester of study described above will be dismissed from the CWEL program at that time. Provisional students who are dismissed from CWEL will be subject to the recoupment provision in Section V (page 10) in relation to all funds paid to them or on their behalf during their participation in the CWEL program.

- (ii) Students are accepted by CWEL for either full-time study or part-time study. Students who remain in full-time work must follow the part-time course of study at their school and may take up to 9 credits (or three courses) in Fall and Spring semesters. **Part-time students may not stay in their agencies for full-time work AND follow a full-time course of study.** Students may not pay for additional classes themselves to avoid compliance with this or any other requirement.

Admitted by CWEL	Student study and work requirements
As a Full-Time (FT) Student	Is granted educational leave by agency
	Returns to agency for work during academic breaks of 15 days or more and during the summer
	Follows FT course of study only
As a Part-Time (PT) Student	Remains at agency for full-time work
	Follows PT course of study only

- (iii) All incoming CWEL students must complete and return the documents below. These documents are included with the CWEL admission letter:
 - a. Contracts
 - b. Family Educational Rights and Privacy Act (FERPA) release of information form (except for Penn and Pitt students)
 - c. W9 form

Until the documents listed above are received, we cannot release any CWEL funds.

 - d. Peer Communication Authorization Form (not related to funding)

- (iv) Students enrolled in graduate school prior to CWEL funding must provide a transcript of their grades to date as part of their CWEL application. **Students already enrolled must submit and receive CWEL approval for their proposed remaining course of study. Tuition and fees incurred prior to CWEL participation are the responsibility of the student.**
- (v) **All CWEL students must enroll in a direct practice (clinical) concentration or specialization** unless the position held prior to school enrollment was an administrative or supervisory one. An exception to this may occur where an agency confirms in writing to CWEL that the position, or a substantial component of the position, which the student will hold following CWEL program completion will be administrative or supervisory in nature.
- (vi) CWEL students enrolled in a direct practice or clinical concentration who are promoted to an administrative or supervisory role during their graduate studies may petition CWEL for approval to change to an Administrative, or similar concentration or specialization, IF changing concentration will not result in the need to take additional courses. CWEL will consider requests to change concentration on a case-by-case basis.
- (vii) **Certificate programs outside of those in child welfare studies are not permitted for CWEL students.** For example, Home and School Visitor and Play Therapy are not allowed. Deviating from these guidelines places the CWEL program in jeopardy and represents a violation of Title IV-E educational standards. Students are not permitted to pay out of pocket for unauthorized certifications while participating in the CWEL program.
- (viii) **You are required to take a minimum of two child welfare-related courses during your academic program.** Courses have been pre-approved for each partnering school. Students at some schools may have additional academic requirements. **Please see the list of approved courses and specific school requirements** at the end of this section.
- (ix) **CWEL students may take online courses as part of their degree studies. There is no restriction on the number of online courses a student can complete or the focus (e.g., micro or macro) of the course.** As in other coursework, the online course must be within the curriculum of the approved school program and count toward satisfying the academic requirements for the MSS/MSW degree. Please contact your university's Program Director if you have any questions about online coursework
- (x) Graduate social work programs require two field placements, one during the first year and the other in year two. One placement is typically required for students with advanced standing from an accredited baccalaureate social work program. **At least one placement must be a child and family focused placement in a public or private program serving Title IV-E eligible clientele.** In collaboration with your school, we will work with you in determining whether a potential placement meets this requirement. **For students with two placements, the child and family focused placement should be the second, advanced year placement. There are no exceptions granted for completing field placements based on work experience.**

Note: CWEL students may not accept paid field placements

- (xi) **CWEL students may not register for any classes (credit or non-credit) with a foreign travel component, even if they are able to pay for the class using non-CWEL funds.**
- (xii) Under the Council on Social Work Education (CSWE) guidelines, both full-time and part-time students must complete graduate social work degrees within four years. For full-time CWEL students, completion is expected within two years. Full-time advanced standing students with the option to complete their program within one year are required to select that course of study.
- (xiii) There may be occasions when a student may ask, or a recommendation may be made, to slow down the progression of course work and/or field placement. This may be due to academic difficulty, personal/family reasons, work-related issues, or a combination of these. The CWEL program will work with you, your school, and your county agency to develop a plan that is in your best interests and helps to support the successful completion of academic and work obligations.
- (xiv) Students may wish to take courses or fieldwork in the summer. For full-time students, summer enrollment is in addition to the requirement of returning to their agency for full-time employment. **All summer courses must be approved in advance by the CWEL program and preference is given to part-time students whose course of study requires summer coursework. There may be occasions in which summer courses will not be approved for full-time students due to budgetary constraints unless the student is enrolled in a one-year advanced standing program.**
- (xv) We are always happy to hear about your school-related successes – please contact Dr. Johnson with your news. Sometimes students encounter academic difficulty during their graduate studies. We will collaborate with you and your school to help resolve any academic difficulties which may occur.

Contact Dr. Johnson if:

- **You receive awards or other recognition**
- **You want to change your course load**
- **You want to take extended field**
- **You plan to withdraw from a course**
- **You have an Incomplete grade**
- **You fail or must retake a course (or expect to)**
- **You have an Academic Review or Probation**
- **You may need to take a leave from school for any reason**
- **Your Grade Point Average falls below 3.0**
- **Your field placement changes**
- **Your expected graduation date changes or you wish to change it**

APPROVED CHILD WELFARE COURSES BY SCHOOL

Please note:

- Course offerings may change and not all elective courses may be available in any one academic year or at your primary campus.
- Required, general social work courses (e.g., first-level human behavior, cultural diversity, administration) do not meet the child welfare course requirement.
- While there are many courses that have relevance to the child welfare population, only pre-approved courses meet the child welfare requirement.
- Students are required to take at least two of the electives offered below, unless otherwise indicated.

Bryn Mawr College

REQUIRED for all CWEL Students:

SOWK 566 A,B,C,D - Child and Family Well-Being Integrative Seminar (non-credit - 4 semesters)

Plus two of the following:

SOWK 559 Family Therapy: Theory and Practice
SOWK 565 Clinical Social Work Practice with Children and Adolescents
SOWK 567 Social Work with Substance Use Disorders
SOWK 574 Child Welfare Policy, Practice and Research
SOWK 586 Trauma Informed Social Work with Children and Adolescents
B583 The Queering of SW for Practice with LGBTQIA + People

PennWest University (California and Edinboro Campuses)

SOWK 7520-Trauma Theory & Interventions
SOWK 7540- Practice in Substance Use
SOWK 7590- Social Work Practice w/Children & Youth

APPROVED CHILD WELFARE COURSES BY SCHOOL

Kutztown University

Students are required to take 6 credits:

- SWK 502 Social Work Crisis Intervention with Families (1 cr.)
- SWK 508 Maltreatment in the Family (1 cr.)
- SWK 538, 539, & 540 Practice of Family Group Decision Making (3 cr.)
- SWK 541 Assessment Methods for Social Workers: Children and Adolescents (1 cr.)
- SWK 545 Child Permanence and the Family-In-Environment (1 cr.)
- SWK 551 The Fundamentals of Trauma-Informed Care (1 cr.)
- SWK 552 Clinical Approaches to Trauma-Informed Practice (1 cr.)
- SWK 553 Trauma-Informed Practice with Systems (1 cr.)
- SWK 561 Motivational Interviewing Strategies: Implications for Gender & Addiction (1 cr.)
- SWK 559 Social Work Intervention with Substance Abusing Populations (1 cr.)
- SWK 574 Family Mediation in Advanced Social Work Practice (1 cr.)

Marywood University

- SW 535 Child Welfare Practice and Services
- SW 536 Social Work Practice with Children Family
- SW 541 Mindfulness Skills for Social Work Practice
- SW 561 Family Focused Social Work Practice
- SW 625 Critical Issues in Chemical Dependence
- SW 900 Social Work Perspectives on Trauma
- SW 901 Principles and Practices of Trauma Informed Care
- SW 908 Women's Issues and the Practice of Social Work
- SW 965 Human Sexuality

Millersville / Shippensburg Universities

- SOWK 602 Behavioral Health
- SOWK 605 Child Welfare
- SOWK 608 Social Work Administration and Supervision
- SOWK 611 Children and Youth at Risk
- SOWK 617 Addictions in the Field of Social Work

APPROVED CHILD WELFARE COURSES BY SCHOOL

University of Pennsylvania

SWRK 706	Policies for Children and Their Families
SWRK 722	Practice with Children and Adolescents
SWRK 727	Practice with Families
SWRK 731	Clinical and Macro Child Welfare Practice
SWRK 732	Integrative Seminar in Child Welfare
SWRK 742	Practice with Youth Who Are Marginalized
SWRK 759	Substance Abuse Interventions
SWRK 786	Social Work Practice and Trauma

University of Pittsburgh

REQUIRED for all CWEL Students:

SWWEL 2059	Child and Family Policy
SWBEH 2062	Children and Families at Risk

Plus two of the following:

SWINT 2011	Social Work Practice with Families
SWINT 2035	Intimate Partner Violence
SWINT 2042	Social Work with Substance Use and Other Addictive Disorders
SWINT 2049	Direct Practice with Children and Adolescents
SWINT 2063	Child Maltreatment
SWINT 2072	Social Work Practice and Traumatic Stress
SWINT 2096	Social Work Practice with African American Families

Slippery Rock University

SOWK 730	Practice Skills Following Crises
SOWK 731	Practice Skills in Forensic Social Work
SOWK 734	Trauma Informed Practice
SOWK 736	Families Impacted by Trauma
SOWK 737	Behavioral Health Services in Child Welfare & Juvenile Justice
SOWK 738	Intervention for Sexual Assault & Interpersonal Violence

APPROVED CHILD WELFARE COURSES BY SCHOOL

Temple University

REQUIRED for all CWEL Students

SW 8407 Policy on Families and Children

Plus two of the following:

SW 8000 Trauma Informed Social Work

SW 8000 Human Trafficking

SW 8403 Children and Families in the Social Environment

SW 8803 Emotional Disorders of Children and Adolescents

SW 8811 Alcohol and Substance Abuse

SW 8814 Loss & Grief

SW 8824 Assessment and the DSM-IV

Students in the Management and Planning Concentration should contact Dr. Johnson to discuss their CWEL academic requirements.

West Chester University

Required for all CWEL Students:

SWG 562 Advanced Social Work Practice w/Families

Plus two of the following:

SWG 570 Substance Use Disorders

SWG 576 Child Welfare: A Resilience and Trauma-Informed Approach

SWG 584 The Theory and Practice of Self-Care

SWG 586 Motivational Interviewing in Social Work

SWG 594 Seminar in Social Work: Family Violence

SWG 590 Trauma Informed Social Work

SWG 590 Supervision and Leadership

SWG 569 Child Welfare Services and Policies

*Note: SWG 590 is a temporary designation, please check with the school for updated course codes.

Widener University

SW 626 Biographical Timeline

SW 628 Social Work in Prisons and Community Reintegration

SW 642 Social Work Practice with Children and Adolescents

SW 648 Children and Families at Risk

SW 660 Advanced Social Work Practice with Families

SW 663 Social Work Practice with Addicted Persons and Their Families

SW 670 Grief and Loss Across the Life Cycle

SW 683 Social Work with Urban Youth

VIII. TUITION and FEES

- (i) Your school fiscal office has been advised that you are a CWEL student; we work closely with schools regarding billing issues.
- (ii) Tuition for the state universities is reimbursed at the in-state (Pennsylvania resident) rate for all students.
- (iii) CWEL does pay matriculation and graduation fees.
- (iv) **Your tuition bill cannot be paid until several weeks into the semester (except Pitt students). Schools invoice CWEL every semester for all CWEL students after the Add/Drop period. It takes an average of one month to process payments and credit accounts after schools generate final invoices.** CWEL reviews your school's invoice against the course information that you have entered into your Online Student Information System, resolves any questions, and then requests payment through the University of Pittsburgh's payment system. The check is processed and sent to your school, which then credits every student's individual account. You will still receive a bill each semester from your school even though you are obtaining Title IV-E educational funds through CWEL.

TIPS!

- **Confirm directly to your school's fiscal/Bursar's office that you are a CWEL student. Depending on your school, you may need to do this every semester.**
- **If you receive notices that you are being dropped from classes, then:**
 - ✓ **Reconfirm with your school that you are a CWEL student, and**
 - ✓ **Contact Dr. Johnson who will also contact your school.**
- **If you have an outstanding balance on your account after tuition has been paid, find out from your school what it is for, before contacting CWEL, so you can let us know exactly what has not been paid or make payment yourself. For example, if you have a library fine, it is not covered by CWEL.**

- (v) **University of Pittsburgh Students:** Please note that your Online Student Information **MUST** be entered in full at least 5 business days **BEFORE** the due date on your tuition bill, which is always before the start of the semester. Students are responsible for late fees incurred if Online Student Information is not completed by the due date.
- (vi) **Summer Courses:** Any student taking a summer course **MUST** request summer funding. This includes students following their course of study plan which requires courses to be taken during the summer. This is different from fall and spring courses, where a request for funding is not required. Please respond to the "Summer Funding" emails that are sent in the spring when this information is compiled and the budget is allocated for summer sessions.

- (vii) **Adding and Dropping courses:** You need to notify Dr. Johnson if you add or drop courses **after** you have entered your courses into the CWEL Online Student Information System each semester. If, for example, we have paid your bill prior to the addition of another class, your account will carry an unpaid balance. This can stop you registering for the next semester and may result in late fees that will be your responsibility. In your final semester, unpaid balances may prevent you from officially graduating, receiving your diploma or your final transcript. Also, if you add, drop, or withdraw from a course after a university deadline which results in a late charge OR no refund OR only a partial refund of payment, you will be responsible for that charge or tuition balance.
- (viii) **Electronic Course Material Fees:** Should a student opt-in for electronic course materials, those fees may be submitted for reimbursement. Students attending the University of Pittsburgh should enter electronic course material fees as a single expense with no other reimbursement requests for mileage, other books, or fees. Once received, that reimbursement will be directly applied to the Pitt student's account. All other CWEL students should submit electronic course material fees as they would any other expense.
- (ix) **Please note that the department crediting your account at school may not be the same department that sends the tuition invoice to CWEL.** This means that you might receive a notice stating that your tuition is unpaid, that a late charge has been added, or that your registration is on hold. Despite the reasons for these administrative matters, we know that it does cause concern when you receive notices from student financial services. Please contact Dr. Johnson with any questions regarding payment of your tuition.
- (x) CWEL students are not entitled to tuition/fee refunds from their respective school. These funds belong to the CWEL program. Notify Dr. Johnson if any monies are credited to your account.

CWEL Funds Cannot Be Used For:

- a. **Dual degree programs or certificate programs (other than child welfare).** This includes programs such as the MSW/MPA, MSS/MLSP, MSW/MPH, MSW/JD, EPIC program, etc. Funds also cannot be used for partial payment of dual degree programs.
- b. Tuition or other costs related to the completion of courses which are **prerequisites** for the student's graduate Social Work education.
- c. Any tuition over the in-state rate billed to a student who is not a resident of Pennsylvania.
- d. **Costs related to courses with an overseas travel component.** If you are uncertain about whether a course falls into this category, please contact Dr. Johnson **before** registering for the course.
- e. **Pre-existing tuition or fee charges** for those students who started school prior to CWEL participation.
- f. **Accident or health insurance.** Some schools require that you submit a waiver for health insurance, otherwise students are charged a health insurance premium for the year. Other schools require that each student have individual accident insurance. The CWEL program cannot pay these charges and it is the student's responsibility to monitor correspondence and bills from their school.



Stay in touch with the CWEL Program!

The CWEB/CWEL programs have a Facebook page to highlight major issues, legislation, and breakthroughs in Pennsylvania's child welfare workforce.

We also want to hear from you. Send us your accomplishments, accolades, awards, and achievements. We want to know how you are shaping the landscape of child welfare casework in your agency!

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