



Title IV-E Stipend Program Handbook for Current
Department of Human Services (DoHS)
Employees

In Coordination with the Bureau for Social Services (BSS) and the
West Virginia Social Work Education Consortium (SWEC)

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West Virginia

Bureau for Social Services

Bureau for Social Services Mission Statement

The Bureau for Social Services promotes the safety, permanency, and well-being of children and vulnerable adults, supporting individuals to succeed and strengthening families.

Bureau for Social Services Vision Statement

All West Virginians experience safe, stable, healthy lives and thrive in the care of a loving family and community.

Bureau for Social Services Values

Professionalism- Personal and professional accountability, community service, customer focus.

Integrity- Competence, courage, compassion, ethical conduct, dedication.

Excellence- Quality, effectiveness, outcome-oriented, data-driven decisions.

Relationships- Respectful, responsive, collaborative, participatory, follow the parallel process.

Staff Contributions- Shared responsibility, equality, inclusion, honor individual differences.

What is the Title IV-E Stipend Program?

This program is also known as the Public Child Welfare Training Program or the Title IV-E Child Welfare Stipend. It is a federally funded program that provides financial support to students who are committed to pursuing a career in child welfare.

This program helps facilitate a relationship between BSW or MSW students and the Bureau for Social Services (BSS) to support their professional development. The ultimate goal of the program is to strengthen West Virginia's public child welfare workforce and to produce social work leaders, public child welfare practitioners, and public child welfare supervisors or managers.

What is WV SWEC?

The WV SWEC, as it relates to the Title IV-E Program, is composed of public universities in West Virginia with an accredited Bachelor of Social Work or Master of Social Work program. The organization's purpose is to ensure that each social work student in the state is receiving consistent and quality training in social work.

For more information you can access [WV SWEC Information](#).

Award Information

Although the award may vary per school, if chosen as a recipient, one could expect to receive full in-state tuition and fee costs and/or a financial lump sum payment per semester. Award amounts may vary if a student is full-time versus part-time.

Award recipients do not need to reapply every semester for the scholarship. Once they are chosen as a recipient, that award continues throughout their schooling as long as they meet the necessary GPA expectations and complete the necessary coursework as determined by the university.

Interested in Applying for the Scholarship?

If you are interested in applying for the scholarship, refer to page 8 for links to the application process, contact information, and requirements/ expectations for the program. If you would like further clarification please contact the IV-E Stipend Liaison, or University Faculty as outlined on page 8.

Application Process for BSW Students:

- Can apply for the scholarship during or after your sophomore year as outlined for a BSW by your institution
- Grade Point Average (GPA) must be no less than 2.0 to 2.5 depending on the University requirements
- Application Deadlines can be found on the school website
- Follow the links on page 8 for the scholarship application or the University Staff member to contact to apply
- If the application is accepted your name will be provided to the Title IV-E Stipend Liaison and they will reach out to schedule a virtual interview to determine if you would be a good candidate for the scholarship and a good candidate to hire following graduation

Application Process for MSW Students:

- Can begin the application process before being accepted into an MSW program of choice.
 - Please note, to be awarded the scholarship you must be accepted into the MSW program.
- Application Deadlines can be found on the school website
- Follow the links on page 8 for the scholarship application page link or the contact information for the University Staff member to contact to apply
- If the application is accepted your name will be provided to the Title IV-E Stipend Liaison and they will reach out to schedule a virtual interview to determine if you would be a good candidate for the scholarship and a good candidate to hire following graduation

What Can the Title IV-E Stipend Liaison Do for You?

The Title IV-E Stipend Liaison can assist when making arrangements for your Field Placement if that placement will be taking place within BSS. The Liaison will assist with

facilitating communication between the award recipient, BSS Staff, and/or University faculty members. The Liaison can also assist if you are having difficulty within your field placement, with your field supervisor, or the placement site.

The Liaison will reach out to ensure all necessary arrangements are made for the Field placement and the necessary application steps are taken prior to your graduation. The Liaison will also assist with the application process for a position within BSS following or shortly before your graduation.

The Liaison is here as additional support for you throughout your schooling and following your graduation until your work obligation is completed.

If You Are Awarded the Scholarship

If you have been chosen as a IV-E scholarship recipient, CONGRATULATIONS! You will receive a contract that you will need to sign and have notarized outlining the expectations of you, the recipient, and the Department. You will need to complete an authorization for the Department to complete a search to rule out a history of Child or Elder abuse and/or neglect substantiations. You will also need to complete an application and fingerprinting through West Virginia Clearance for Access: Registry and Employment Screening (WV CARES) authorizing a criminal background check. Your award offer is contingent upon the results of both background checks.

Award disbursement will be arranged by your University and they will be able to answer any questions regarding those details.

Award Recipient Requirements

Award recipients are encouraged to complete a Field Practicum, also known as an internship, within the BSS. If your field placement performance is unsuccessful that could negatively impact the continuation of the scholarship. This will be handled on a case-by-case basis as necessary.

Award recipients must report their grades to the IV-E Stipend Liaison every semester to ensure they are in compliance with contractual obligations.

-Stipend Liaison: Kayla Fournier- Kayla.M.Fournier@wv.gov

Award recipients must report the number of credit hours they are taking each semester and if any changes are made to add/drop courses during a semester.

Following graduation, the award recipient is required to fulfill a work obligation within the BSS for the amount of time they received the stipend for a minimum of one year.

Obtaining a Social Work License

Although a Social Work License is not required to be hired for a position within BSS, you will be required to obtain one to continue employment. There are a couple different options for obtaining a license before graduation or afterward.

Temporary License

This type of licensure allows the graduate to perform social work in West Virginia while preparing to sit for the appropriate level of the [Association of Social Work Boards](#) (ASWB) exam. The Provisional Permit License holder must attempt the exam under the permit issued to them; it is provisional pending the passage of the examination. Upon passage of the examination, one is eligible for a regular license.

Apply for this license in the final semester before graduation. This license is only valid for six months.

How to apply:

- 1) One will need to submit a written request to the [WV Board of Social Work](#) along with a letter of good standing from the Social Work Department. In the request include the following information:
 - a) Applicant Name
 - b) Applicant's Mailing address
 - c) Contact Phone Number
 - d) Email Address
 - e) Academic Degree Major
 - f) Accredited University Name
 - g) Date of Graduation

BSW or MSW Licensing Process

- 1) Apply for a regular license through the [WV Board of Social Work](#)
- 2) Following receiving the approval to test for a license the next step is to to contact the [ASWB](#)
- 3) One will then register with the ASWB and pay the associated fees. ASWB will send an authorization to test email (KEEP THIS EMAIL AUTHORIZATION) within 24 hours following the registration and exam fee payments.
- 4) Once the confirmation you have received that confirmation you can schedule your testing through Pearson Vue.

West Virginia Social Work Education Consortium (WV SWEC)

University	BSW	MSW	Contact Person	IV-E Links
Concord University	BSW Program Information	MSW Program Information	<p style="text-align: center;">Dr. Scott Inghram MSW Program Director Prof. of Social Work 304-384-5215 inghramcs@concord.edu</p> <p style="text-align: center;">Samantha Byrd Asst. Prof. of Social Work 304-384-5353 sbyrd@concord.edu</p> <p style="text-align: center;">Vanessa Howell Operations Coordinator 304-384-6260</p> <p style="text-align: center;">Dr. Joan Pendergast BSW Program Director, Associate Prof. of Social Work 304-384-5289</p>	Scholarship Information
Marshall University	BSW Program Information	MSW Program Information	<p style="text-align: center;">Jo Dee Gottlieb BSW Director 304-696-2791 Gottlieb@marshall.edu</p>	
Shepherd University	BSW Program Information	No	<p style="text-align: center;">Karen Green Dept. Chair, Associate Prof. of Social Work, Director of Field Education kgreen@shepherd.edu 304-876-5458</p> <p style="text-align: center;">Craig Cline Asst. Prof. of Social Work, BSW Program Director ccline@shepherd.edu 304-876-5337</p>	Scholarship Information
West Liberty University	BSW Program Information	No	<p style="text-align: center;">Sylvia Hawranick Senften EdD, MSW Program Director, Professor of Social Work 304-336-8089 shawranick@westliberty.edu</p>	
West Virginia State University	BSW Program Information	No	<p style="text-align: center;">Rita Brown Program Coordinator Office of Title IV-E/ Student Grant Department of Social Work 304-766-3273</p>	
West Virginia University	BSW Program Information	MSW Program Information	<p style="text-align: center;">Jacki Englehardt MSW, ACSW Title IV-E, Child Welfare Project Coordinator School of Social Work WVU 304-293-3280 Jacki.Englehardt@mail.wvu.edu</p> <p style="text-align: center;">Linda Grandon B.A. of Communication Studies Title IV-E Child Welfare Project Program Assistant II 304-293-3580 Linda.Grandon@mail.wvu.edu</p>	Scholarship Information

IV-E Applicable Positions

The positions listed below are within the guidelines for the IV-E stipend and work obligation employment. Positions are noted as entry-level or advanced based on the requirement of additional experience. It should also be noted that positions marked with an asterisk (*) must indicate in the job posting that they are a Child Welfare position. If you need further clarification, you may contact the IV-E Stipend Liaison.

Entry Level Positions:

- Child Welfare Placement Worker
- Child Welfare Permanency Worker
- Centralized Intake Worker
- Child Protective Service Worker
- Youth Service Worker
- Institutional Investigation Unit Worker

Advanced Level Positions:

- Program Coordinator*
- IV-E Specialist
- Child Protect Service Senior Worker
- Institutional Investigation Unit Senior Worker
- Youth Services Senior Worker
- Child Welfare Permanency Supervisor
- Child Welfare Placement Supervisor
- Child Protective Service Supervisor
- Youth Service Supervisor
- Institutional Investigation Unit Supervisor
- Centralized Intake Supervisor
- Social Service Training Specialist*
- Social Service Review Specialist*
- Social Service Policy Specialist*
- Social Service Program Specialist*
- Social Service Licensing Specialist *
- Program Manager*
- Senior Program Manager*
- Child Welfare Consultant
- Social Service District Manager