



Title IV-E Stipend Program Handbook for  
Prospective 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 does Child Welfare Employment Entail?**

A career in child welfare means focusing on ensuring that all children live in safe, permanent, and stable environments that are supportive of their overall well-being. Child welfare employees should expect to potentially interact with the family unit, children or individuals, community partners, and/or community stakeholders.

Child welfare workers may become involved with children and families when parents are unable, unwilling, or unfit to care for their children. The child welfare system's primary focus is children who have been abused or neglected but there is also concern with children that are truant, runaway, or otherwise ungovernable. Child welfare workers strive to preserve the family unit while seeking to ensure the safety, wellbeing, and permanency of the child(ren). During the involvement with the child welfare system, children may remain in the home, or they may be removed and placed into a foster home or a residential placement facility.

Funding for the child welfare system to provide services to children and families comes from local, state, and federal sources. The child welfare system is regulated by federal and state laws. The laws require child welfare agencies to make reasonable efforts to prevent removal of the child from the home. If the child is removed, child welfare workers are required to make reasonable efforts to reunite the family and help ensure child safety in the home. When children are removed from the home, child welfare workers will work with the court system to determine the steps to reunify the child(ren) to the home safely. It is important to remember that the goal in these cases is to reunify the children to their home of origin. For cases in which the child(ren) are unable to be reunified due to the inability to maintain safety in the home, child welfare workers and the courts will determine the appropriate permanency plan.

There are a variety of positions within the WV DoHS where Title IV-E recipients can be placed during their internship/field placement and apply for following graduation. These positions are described in further detail in the appendices in this handbook.

### **What is the West Virginia Social Work Education Consortium?**

The West Virginia Social Work Education Consortium (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](#).

### **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 9 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 9.

### **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 between 2.0 to 2.5 depending on the University requirements
- Application Deadlines can be found on the school website
- Follow the links on page 9 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 prior to being accepted into an MSW program of choice.

-Please note, in order 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 9 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

### **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.

### **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 an additional support for you throughout your schooling and following your graduation until your work obligation is completed.

### **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](mailto: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.

### **Applying for a Position within BSS**

It is encouraged to begin the process of applying for a position before graduation to help the process move smoothly and quickly. Positions that are accepting applications can be viewed [Here](#). These postings are updated regularly so being proactive and checking the site will be beneficial. The position descriptions are located in this booklet in Appendix B-G. The Title IV-E Stipend Liaison can assist as needed throughout this process.

Once you find the job you want to apply for click the ‘Apply’ button. If you have not already set-up an account you will need to set one up.

#### **What to include when applying:**

1. Completed official transcripts or copy of diploma, if applicable
2. If you apply prior to graduation, include a letter from the Registrar verifying your degree
  - a. The letter from the Registrar must be on school letterhead, state that you have completed all the requirements for your degree, and state that you will graduate on XX date.

## 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 of 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 contact the [ASWB](#)
- 3) One will then register with the ASWB and pay the associated fees. The 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.



## Appendix A

### WV SWEC School Information

This is a chart with information about the Social Work programs for SWEC schools, the contact person(s) for each school, and links for the scholarship information.

University	BSW	MSW	Contact Person	IV-E Links
<b>Concord University</b>	<a href="#">BSW Program Information</a>	<a href="#">MSW Program Information</a>	<p><b>Dr. Scott Inghram</b> MSW Program Director Prof. of Social Work <a href="mailto:inghramcs@concord.edu">inghramcs@concord.edu</a></p> <p><b>Samantha Byrd</b> Asst. Prof. of Social Work <a href="mailto:sbyrd@concord.edu">sbyrd@concord.edu</a></p> <p><b>Vanessa Howell</b> Operations Coordinator</p> <p><b>Dr. Joan Pendergast</b> BSW Program Director, Associate Prof. of Social Work</p>	<a href="#">Scholarship Information</a>
<b>Marshall University</b>	<a href="#">BSW Program Information</a>	<a href="#">MSW Program Information</a>	<p><b>Jo Dee Gottlieb</b> BSW Director 304-696-2791 <a href="mailto:Gottlieb@marshall.edu">Gottlieb@marshall.edu</a></p>	
<b>Shepherd University</b>	<a href="#">BSW Program Information</a>	No	<p><b>Karen Green</b> Dept. Chair, Associate Prof. of Social Work, Director of Field Education <a href="mailto:kgreen@shepherd.edu">kgreen@shepherd.edu</a></p> <p><b>Craig Cline</b> Asst. Prof. of Social Work, BSW Program Director <a href="mailto:ccline@shepherd.edu">ccline@shepherd.edu</a></p>	<a href="#">Scholarship Information</a>
<b>West Liberty University</b>	<a href="#">BSW Program Information</a>	No	<p><b>Sylvia Berman</b> EdD, MSW Program Director, Professor of Social Work <a href="mailto:shawranick@westliberty.edu">shawranick@westliberty.edu</a></p>	
<b>West Virginia State University</b>	<a href="#">BSW Program Information</a>	No	<p><b>Rita Brown</b> Program Coordinator Office of Title IV-E/ Student Grant Department of Social Work 304-766-3273</p>	
<b>West Virginia University</b>	<a href="#">BSW Program Information</a>	<a href="#">MSW Program Information</a>	<p><b>Jacki Englehardt</b> MSW, ACSW Title IV-E, Child Welfare Project Coordinator School of Social Work WVU <a href="mailto:Jacki.Englehardt@mail.wvu.edu">Jacki.Englehardt@mail.wvu.edu</a></p> <p><b>Linda Grandon</b> B.A. of Communication Studies Title IV-E Child Welfare Project Program Assistant II <a href="mailto:Linda.Grandon@mail.wvu.edu">Linda.Grandon@mail.wvu.edu</a></p>	<a href="#">Scholarship Information</a>

## Appendix B

### Child Protective Service Worker Sample Job Posting

This is a sample job posting for a Child Protective Service Worker for reference when looking to apply for this position.

**Child Protective Service Worker.** These positions protect children who are experiencing abuse, neglect or may be at risk of immediate danger; provide access to services that support children and families during times of hardship; and work with families to help resolve conflicts and access social services. This position is critical to the health and safety of West Virginia's children. Upon completion of an in-house training program, these positions perform complex social casework and family intervention services. As cases may involve abuse, neglect or exploitation of children, this employee must have the expertise and judgment to evaluate risk and assess levels of danger that may include coordination with law enforcement. Due to the needs of this position, travel is required and may include being on-call during non-traditional hours. Ongoing training is provided, as is access to support services for the worker. This position is eligible for overtime pay.

Responsibilities may include, but are not limited to:

- Attending, ongoing training to develop comprehensive knowledge of State and Federal social welfare laws, rules, regulations, and evolving protocols regarding child abuse and neglect.
- Conducting investigations concerning allegations of abuse or neglect by talking with and visually observing affected individuals; talking with immediate family, relatives, neighbors, teachers, doctors, and relevant others and reviewing any pertinent records.
- Making an initial assessment of the validity of allegations and the degree of danger that children are in, documenting the results of investigations of the accused.
- Completing family assessments to determine dynamics and problems that may be precipitating abuse or neglect situations.
- Developing effective interventions to strengthen families that address safety, well-being, and permanency of children.
- Preparing safety, service, and treatment plans to remedy contributing problems and stop behavior patterns of abuse/neglect/exploitation and solicit family cooperation.
- Engaging families in counseling to resolve problems, referring them to other available resources, and monitoring safety and risk of further abuse or neglect to prevent recurrence.
- Filing petitions with the court as needed to ensure the safety of children, testifying before the court, and making appropriate placements of children, including but not limited to staying with relatives, in foster homes, residential treatment facilities, or in an emergency shelter.

- Evaluating the progress of families or living environments towards meeting objectives of safety/service/treatment plans, the need to modify plans, and the eventual disposition of cases.

Applicants must possess a valid WV driver's license, and reliable transportation. Applicants also must have strong communication skills, both oral and written, and maintain detailed case records and extensive documentation. Overtime hours and frequent travel may be required. Successful completion of a background check is required for employment.

## Appendix C

### Youth Service Worker Sample Job Posting

This is a sample job posting for a Youth Service Worker for reference when looking to apply for this position.

**Youth Service Workers.** These positions manage and assess cases involving family preservation when youth are exhibiting mental, emotional, or behavioral concerns that place themselves and others at risk. This position is critical to the health and well-being of West Virginia's youth population. Upon completion of an in-house training program, these positions perform complex social casework that crosses programmatic lines into child protective services, foster care, and legal guardianship. Due to the needs of this position, travel is required and may include being on-call during non-traditional hours. Ongoing training is provided, as is access to support services for the worker. This position is eligible for overtime pay.

Responsibilities may include, but are not limited to:

- Prepare social assessments.
- Interact with a variety of professionals in the area of social work, mental health, developmental disabilities, education, juvenile delinquency, and counseling to assess client's needs to provide appropriate services.
- Develop client case plans to accomplish habilitation and rehabilitation of the client and to provide social services to assist in attaining social, educational and vocational goals.
- Work within the court system for juvenile delinquency and status offense by preparing social assessments.
- Locate services for clients, which may include out-of-home care, such as foster care, emergency shelter, residential mental health treatment or transitional living.
- Counsel clients and families in achieving the goals of case plans.
- Counsel clients to correct delinquent and socially unacceptable behavior; prepare case plans, monitor the progress of clients, including those under the court's supervision.
- Speak before educational and community organizations and groups regarding services available and develop community resources.
- Write reports on case findings and summaries of client social and financial circumstances.

Applicants must possess a valid WV driver's license, and reliable transportation. Applicants also must have strong communication skills, both oral and written, and maintain detailed case records and extensive documentation. Overtime hours and frequent travel may be required. Successful completion of a background check is required for employment.

## Appendix D

### Centralized Intake Worker Sample Job Posting

This is a sample job posting for a Centralized Intake Worker for reference when looking to apply for this position.

**Centralized Intake Worker.** These positions perform work as a first line of defense in alleviating the abuse/neglect/ exploitation of children and vulnerable adults within the state. These positions receive and professionally assess telephone calls and conduct thorough interviews dealing with possible mistreatment, neglect, and potential abuse. These positions are the initial contact point for possible abuse victims and act as an advisor to the resolution of client issues. They participate in a 24-hour on-call rotation and mandatory overtime to ensure continuous coverage. These positions communicate/coordinate with law enforcement if there is an emergency situation. Perform related work as required.

Responsibilities may include, but are not limited to:

- Answering and assessing incoming calls regarding possible cases of mistreatment, neglect and abuse of children and at-risk adults statewide.
- Communicate with Child and Adult Protective Service Workers and their supervisors when situations deem necessary.
- Communicate with law enforcement personnel when citations deem necessary.
- Prepare necessary reports and records to reflect the employee's daily activities.

## Appendix E

### Child Welfare Placement Worker Sample Job Posting

This is a sample job posting for a Child Welfare Placement Worker for reference when looking to apply for this position.

**Child Welfare Placement Worker.** These positions perform homefinding services in the area of child welfare services. These positions recruit, locate, and evaluate prospective kinship and resource care homes; train new and active home providers; conduct periodic reviews of providers and initiate corrective action plans when needed. They interact with various professional practitioners in the fields of social work, mental health, court, and the legal system. These positions are responsible for written documentation of casework and related activities. Work involves frequent travel using a personal vehicle and may require after hours and weekend emergencies. Perform related work as required.

Responsibilities may include, but are not limited to:

- Attending, ongoing training to develop comprehensive knowledge of State and Federal social welfare laws, rules, regulations, and evolving protocols regarding child abuse and neglect.
- Conducting interviews to identify safe placement options for victims of abuse or neglect by talking with and visually observing prospective providers, their homes, or facilities.
- Assessing prospective placement candidates using established guidelines to determine if the needs of the children can be met under the current requirements.
- Completing reviews of care providers to determine dynamics and problems that may have arisen since placement.
- Developing effective communication with new home providers that address safety, well-being, and permanency of children.
- Attend court hearings, testifying before the court, and making appropriate placements of children, including but not limited to staying with relatives, in foster homes, residential treatment facilities.
- Evaluating the progress of families or living environments towards meeting objectives of safety/service/treatment plans, the need to modify plans, and the eventual disposition of cases.

Applicants must possess a valid WV driver's license, and reliable transportation. Applicants also must have strong communication skills, both oral and written, and maintain detailed case records and extensive documentation. Overtime hours and frequent travel may be required. Successful completion of a background check is required for employment.

## Appendix F

### Child Welfare Permanency Worker Sample Job Posting

This is a sample job posting for a Child Welfare Permanency Worker for reference when looking to apply for this position.

**Child Welfare Permanency Worker.** This position performs adoption services in the area of child welfare services. Work demands a dedicated effort towards finding suitable adoptive homes for children navigating the complexities of the foster care system, with a goal of establishing permanency and stable family environments. These positions navigate the intricacies of the adoption process, ensuring that each step is conducted ethically, legally, and in the best interests of the child. These positions will be conducting thorough matching of prospective adoptive families with children, facilitating the placement of children in suitable homes, and working towards the establishment of permanent and loving family connections. They interact with various professional practitioners in the fields of social work, mental health, court, and the legal system. These positions require frequent travel, often using a personal vehicle, both intra- and interstate, and may involve after-hours and weekend emergencies. Perform related work as required.

Responsibilities may include, but are not limited to:

- Attending, ongoing training to develop comprehensive knowledge of State and Federal social welfare laws, rules, regulations, and evolving protocols regarding child abuse and neglect.
- Conducting interviews to identify safe, permanent placement options for children that were victims of abuse or neglect by talking with and visually observing individuals and/or families.
- Assessing eligible placement candidates using established guidelines to determine if the needs of the children can be met under the current requirements.
- Act as a liaison between the agency and the court system to ensure correct policies and procedures are always being followed.
- Developing and maintaining effective communication with professionals across the respective social work, medical and judicial fields to ensure that the safety, well-being, and permanency of children is the priority.
- Attend court hearings and testifying before the court on behalf of the department.

Applicants must possess a valid WV driver's license, and reliable transportation. Applicants also must have strong communication skills, both oral and written, and maintain detailed case records and extensive documentation. Overtime hours and frequent travel may be required. Successful completion of a background check is required for employment.

## Appendix G

### Institutional Investigation Unit Worker Sample Job Posting

This is a sample job posting for an Institutional Investigation Unit Worker for reference when looking to apply for this position.

**Institutional Investigation Unit Worker.** These positions perform work in the Institutional Investigation Unit (IIU) in the safeguarding of children who are at risk of neglect, abuse, or maltreatment specifically while in the care of child-care/residential facilities, family child-care homes, out-of-school child-care centers, youth detention facilities operated by Department of Homeland Security, or schools. These positions conduct thorough inquiries into various matters which can include a variety of misconduct. They gather evidence through interviews, document reviews, data analysis, and other investigative techniques to have a comprehensive understanding of the situation. Work requires maintaining detailed records of the investigation, assessments, and interventions, ensuring accuracy and confidentiality of sensitive information. These positions collaborate with other internal units, law enforcement agencies, legal counsel, or regulatory bodies as a necessary part of the investigation. After Completing the investigation, they use those findings to recommend a Corrective Action Plan for the betterment of the children involved and mitigate future issues. These positions are required to travel. Perform related work as required.

Applicants must possess a valid WV Driver's License, and reliable transportation. Overtime hours and extensive statewide travel, including overnight travel, are required. The ability to communicate both orally and in writing, maintain detailed case records and extensive documentation, prepare reports and compose correspondence is essential. Employees must be competent and skilled to work independently. Experience in child protective services, foster care, and/or child care is preferred. Successful completion of a background check is required for employment.