

This contract is a mutually binding agreement between the participant, \_\_\_\_\_, and the Idaho Department of Health and Welfare, Division of Family and Community Services, Child and Family Services program, hereinafter referred to as the Participant and the Department.

**Section I - Obligations of the Department**

The Participant shall be provided a stipend in the amount of \$ \_\_\_\_\_ by the Department, for the 20 \_\_\_\_\_ - 20 \_\_\_\_\_ school year, for a period not to exceed one year\*\* to attend the following program:

Select one of the following University's/Colleges\*:

\*Herein after referred to as University

*\*\*Note: Stipend award agreements with Participants are completed annually. While it is the intent of the Department to support Participants through to completion of their scheduled course of study, certain circumstances may preclude renewal, including Department budget cuts, position freezes, other circumstances beyond the Department's control, or if the Participant's performance in the program falls below the University's acceptable standards. The stipend award does not continue during the 3 year reporting period after graduation under this contract.*

Costs associated with living arrangements, supplies, travel and incidentals shall not be the responsibility of the Department. The Participant is responsible for any and all tax liability associated with the stipend award and is encouraged to contact a tax advisor to determine what, if any, liability may be incurred.

The Department will make an effort to facilitate the Participant in applicable employment with the Child and Family Services (CFS) Program or Native Tribes of Idaho Program, unless precluded by merit system requirements, legislative budget cuts, position freezes, or other circumstances beyond the Department's control. If the CFS or Native Tribes of Idaho Programs are unable to offer employment within one hundred and eighty (180) days, six months, following the Participant's placement on the State of Idaho employment register for CFS or Native Tribes positions the Participant is qualified for, the Department will release the Participant from the commitments herein.

**Section II. - Obligations of the Participant**

As the Participant has been accepted for the Social Work degree program, the Agreement shall commence with the execution of this contract and end at the conclusion of the reporting period, three years from the date of graduation from this program, or sooner if the Participant discontinues this program or if the Participant's performance falls below an acceptable standard established by the University, as defined below. The Participant's target graduation date is

The Participant must remain continuously enrolled in the University and remain in good academic standing for the duration of the degree program. If the Participant is placed on academic probation, withdraws, or is dismissed from the University social work program, the Participant agrees to immediately repay the Department all costs incurred on behalf of the Participant for the program. The Participant shall then be required to withdraw from the Child Welfare Scholars Program and to re-pay the Department all costs incurred on behalf of the Participant for the program immediately.

The Participant shall perform the practicum required to attain this degree with the Department (or another Department approved Title IV-E practicum site). This placement shall be coordinated through the University's Child Welfare Faculty Field Coordinator in conjunction with the Department. The practicum shall be devoted to services eligible for federal financial participation under Title IV-E of the Social Security Act. The Participant will work with his or/her Agency Field Instructor and Child Welfare Faculty Field Coordinator to develop and implement a Learning Contract focusing upon child welfare practice, adoptions and foster care.

Agency Instructor/Supervisor Name

Telephone Number

University Faculty Field Coordinator Name

Telephone Number

The Participant agrees to attend required practicum seminars associated with his or/her field placement. The Participant also agrees to attend child welfare-oriented events, classes, workshops, and/or conferences identified by the Child Welfare Faculty Field Coordinator and Agency Field Instructor through collaboration of both as significant learning opportunities.

Participants will become familiar with PRIDE by attending actual training sessions or through other activities as negotiated by participant and field placement supervisor. Pride trainings are provided in Regions and/or Hubs on a monthly basis.

If the Participant voluntarily quits his or/her field placement, is dismissed from his or/her field placement for misconduct or poor performance, or otherwise withdraws from the program, all obligations on the part of the Department cease immediately. The Participant shall then be required to withdraw from the Child Welfare Scholars Program and to re-pay the Department all costs incurred on behalf of the Participant for the program immediately.

The Participant agrees to allow the Department to conduct background checks including checks of the Child Abuse and Neglect Central Registry prior to the execution of this contract. The Participant also agrees to submit to a drug test prior to interning with the Department as work performed is considered to be “safety-sensitive”. The participant acknowledges a field practicum placement and acceptance/continuation in the Child Welfare Scholars Program will be contingent upon Participant’s background check and drug test being in compliance with Department policies and procedures for volunteers, intern, and employees.

By entering into this agreement, the Participant authorizes release of his or/her application, academic records and contact information for reporting and program evaluation purposes. Participant agrees to keep the University informed of employment and residence information, and to promptly respond to employment and program surveys for a period of no less than three (3) years from the date of graduation under this program.

**Preparation for Post-Graduate CFS or Idaho Tribes Child Welfare Program Employment:**

1. The Participant agrees to apply for Idaho Social Work Licensure and take all necessary steps to be licensed at the level appropriate to his or/her education. (Note: Idaho social work licensure is required in order to apply for CFS positions to met work obligation).Consequently, in order for Participants to follow through with the remaining employment preparation steps outlined below, they must first obtain an Idaho social work license prior to applying for employment. The Participant shall complete licensure immediately following graduation and comply with contractual post-graduate employment obligations. The Participant agrees to provide a copy of his or/her license to the University Faculty Field Coordinator.

2. The Participant agrees to consult with the University Faculty Field Coordinator on or before graduation so that the University Faculty Field Coordinator is made fully aware of the Participant’s commitment and efforts to submit application for placement on State of Idaho employment register.The Participant agrees to submit documentation of this application to their University Faculty Field Coordinator within fifteen (15) days of placement on a register. The application process to be placed on the State of Idaho Registry system is accessed through NEOGOV, [dhr.idaho.gov](http://dhr.idaho.gov), or [governmentjobs.com/careers/idaho](http://governmentjobs.com/careers/idaho).

3. The Participant agrees to apply for state employment, and be placed on the State of Idaho employment register for any and all positions that the Participant is qualified for in Child and Family Services, Child Welfare program within forty-five (45) days after graduation. Examples of these registers include, Child Welfare Social Worker 1, 2, or 3; Child Welfare Supervisor; Human Services Regional Specialist or Human Services Program Specialist; or Child Welfare Chief. The Participant agrees to submit documentation of placement on the Idaho State employment registers to their University Faculty Field Coordinator within fifteen (15) days of placement on a register. Participants must specify below their availability for employment in at least two (2) Department-defined Regions of the state. A minimum of one selection must include a high priority recruitment region, currently identified as Regions II, III, IV, V and VII.

Region I

Region II

Region III

Region IV

Region V

Region VI

Region VII

4. For a period of one hundred and eighty (180) working days, approximately six months, following placement on the State of Idaho employment registers, the Participant agrees to actively seek employment with the CFS Program and/or Idaho Tribes Child Welfare Programs, attend job interviews, and accept employment if offered. The Participant agrees to submit ongoing documentation of the outcome(s) of interviews and offers of CFS or Tribes employment to their University Faculty Field Coordinator.

**Post-Graduate Employment Commitment:**

After being hired, the Participant agrees to remain employed by the CFS or Tribe's Program for one (1) year.

Participant signature

Participant Printed Name

**Section III. - Default**

Default occurs if the Participant fails to perform any of the covenants or conditions of this agreement. Default may also occur if the Participant fails to satisfactorily perform while working for the Department or Tribes, or violates any State of Idaho rules or Department policies during the specified term above.

If the Participant fails to seek employment or ceases employment with the CFS or Tribes Program prior to completion of the employment obligation, the Participant will be required to re-pay the Department for the stipend costs incurred on the Participant's behalf, pro-rated based on the months of remaining debt obligation. The Department will determine whether the Participant's debt obligation will be pro-rated and the pro-rated amount. Further, if the Participant involuntarily separates from the Department prior to completion of the obligation period (e.g., for unsatisfactory performance or misconduct), the Department will determine whether repayment of the stipend(s) will be pro-rated or will be paid in full upon or within thirty (30) working days of receiving the Letter of Default, as negotiated with the Department.

If the Participant fails to complete his or/her entrance probationary period, regardless of the reason, the Participant may be considered in default. If the Participant fails to perform satisfactorily, as determined by the Department (prior to the completion of the obligation period), the Participant may be considered in default. As stated below, the Department will then determine whether the Participant's debt obligation will be pro-rated and the pro-rated amount.

Stipend reimbursement schedules shall follow these guidelines:

1. The Participant is required to reimburse the total amount of stipend funds received, or, if applicable, the pro-rated amount, as determined by the Department.
2. A lump sum payment equivalent to 15% of the total obligation will be due within thirty (30) days of Department notification of need for stipend reimbursement.
3. Thereafter, minimum monthly payments of \$100.00 will be paid to the Department until the remaining debt obligation is paid in full.

If the Participant is involuntarily separated by the CFS Program or Tribes Program as a result of budget cuts, layoffs, or other situations beyond the control of the Department before the employment obligation is completed, the Participant will be released from any debt obligation occurred in accepting stipends from the Department.

If the Participant defaults, the Department reserves the right to terminate any Participant on entrance probation without cause, as set out by Idaho Code. Any Participant on entrance probation, who is to be dismissed without cause, will be allowed to resign without prejudice. The Department also reserves the right to dismiss any Participant who has become a classified employee for cause but will provide the Participant due process in accord with Idaho Code.

Upon default, the Department may cancel this Agreement without any notice and may pursue any and all legal, equitable and other remedies available to the Department. The Participant shall be liable for any and all expenses that are incurred by the Department as a result of the default, including, but not limited to, the costs of legal fees, and losses incurred due to default. If Participant does not fulfill repayment process arrangements, Participant will be sent to a collection agency at an increased cost to the Participant.

The Participant may apply for a deferral of his or/her employment obligation to the Department, upon a showing of good cause, which will be accepted or declined at the sole discretion of the Department. In the case of a deferral for continuing into a Master of Social Work program with one of the above-named Universities, employment obligations for additional stipend program awards will be served consecutively.

