

DEPARTMENT: Human Services

BY: James A. Rydingsword
PHONE: 966-2000

RECOMMENDED ACTION AND JUSTIFICATION:

It is respectfully requested that your Board approve a new policy and procedure regarding student stipend programs available to employees of the Mariposa County Human Services Department to be effective July 1, 2011.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Please see attached memo.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Please see attached memo.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		Board letter, pg. 1
Source:		Stipend Policy and Procedure, pgs 2-9
Internal Transfer		
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
() General () Other		

CLERK'S USE ONLY:

Res. No.: 11-250 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved
 () Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments:

CAO: RB
MMA



**MARIPOSA COUNTY
HUMAN SERVICES DEPARTMENT**

P.O. Box 99 • Mariposa, CA 95338 • (209) 966-2000 • Fax (209) 966-2486
□ Behavioral Health and Recovery Services (209) 966-2000 □ Employment and Community Services (209) 966-3609
□ Fiscal Services (209) 966-2131 □ Social Services (209) 966-2442



JAMES A. RYDINGSWORD, DIRECTOR

June 7, 2011

TO: Members, Board of Supervisors
Rick Benson, CAO
FROM: James Rydingsword, Director *JAR*
RE: Mariposa County Human Services Department Stipend Program

Recommendation

It is respectfully requested that your Board approve a new policy and procedure regarding student stipend programs available to employees of the Mariposa County Human Services Department to be effective July 1, 2011.

Background/Current Situation

The Mariposa County Human Services Department can offer study opportunities to employees of the Department desirous of working in the child welfare services and/or public mental health field as a career. This policy and procedure outlines what a Department employee needs to do to be considered for support and stipends if they wish to pursue a professional career in Child Welfare Services or Mental Health programs in Mariposa County.

Under existing County policy there are three opportunities for employees to participate in the Mariposa County Human Services Department Stipend Education Program. They are 1) the California Title IV-E Stipend Program, 2) the California Social Work Education Center (CaISWEC) Mental Health MSW Program and 3) the Mariposa County MHSA Workforce Education and Training Stipend Program.

Financial

The funds for the Human Services Department Stipend Program come from Title IV-E funds administered through the California Social Work Education Center (CaISWEC) and from discretionary funds available through the California Mental Health Services Act. There is no impact to the general fund.

Mariposa County Human Services Department Stipend Program

The Mariposa County Human Services Department offers study opportunities for full-time employees desirous of working in the child welfare services and/or public mental health field as a career. This policy and procedure outlines what you need to do to be considered for support and stipends if you wish to pursue a professional career in Child Welfare Services or Mental Health programs in Mariposa County

There are three opportunities for employees to participate in the Mariposa County Human Services Department Stipend Education Program.

- 1) The California Title IV-E Stipend Program
- 2) The CalSWEC Mental Health MSW Program
- 3) The Mariposa County MHSA Workforce Education and Training Stipend Program

All full-time employees who are interested in seeking approval for the Mariposa County Human Services Department Stipend Program must submit an application and supporting documents to the Stipend Program Review Board by dates announced annually by the Review Board.

Only Mariposa County Human Services Department employees and Human Services employees from other counties who may qualify for this Stipend Program can apply.

Applicants must demonstrate an interest in, and a commitment to, services covered by California's Child Welfare Services Program and/or the Mental Health Services Act.

At the time of application, an employee must already be accepted as a full-time or part-time student in a Certificate, AA, Bachelor's, or Master's Degree program at an accredited California college or university.

If awarded, the employee will be required to attend a review and orientation meeting regarding the Stipend Program. The review and orientation meeting will be conducted by a Review Board comprised of the Human Services Director, the Human Services Deputy Directors, the Human Services Fiscal Officer, and the Mariposa County Personnel Director/Designee.

Upon successful completion of the Stipend Program, the employee will be required to work in a full-time or part-time paid position for the Mariposa County Human Services Department or other approved California county departments. Job positions and the duration of employment will be based on the specific provisions of the program the employee has been approved for and are contingent on job availability. Approval for the Stipend Program does not guarantee employment with Mariposa County Human Services Department or in any California county department at the time of graduation.

Employees who are approved for the Stipend Program as a full-time employee must take a full-time leave of absence from that employment for the duration of the Stipend Program in accordance with the Education Leave provision contained in the Memoranda of Understanding.

Full-time employees who are approved for the Stipend Program on a part-time basis must attend classes after normal work hours and must submit an approved work plan to the Review Board with their application.

Priority is given to applicants who reflect cultural diversity and linguistic populations currently underserved in the County of Mariposa.

1.) California Title IV-E Stipend Program

The California Title IV-E Stipend Program is administered through the California Social Work Education Center located at UC Berkeley. The provisions of the program are outlined at <http://calswec.berkeley.edu/>

2.) CalSWEC Mental Health MSW Program

California Social Work Education Center - Mental Health Initiative Stipend Program (aka CalSWEC II) is a collaborative effort between the Department of Mental Health and the Schools and Departments of Social Work to move toward a state-of-the-art, culturally competent system that promotes recovery/wellness for children, adults, and seniors with severe mental illness and serious emotional disorders. Funded through the California Department of Mental Health with Mental Health Services Act funds, CalSWEC II provides financial support to MSW Stipends who are interested in pursuing a social work career in the public mental health field and are willing to make a commitment to work full-time in a California county mental health agency or a county contracted agency after they have received their MSW degrees.

Stipends

Contingent upon annual renewal of funding, the program provides a training stipend of \$18,500 per year for full-time students who will be completing their second year field placement.

Requirements

Employees participating in the CalSWEC Mental Health MSW Program and receiving a stipend must meet all of the following criteria:

- Sign a contract to work full-time time in a California county mental health agency or a county contracted agency for a minimum of one year, immediately after graduation.
- Complete and graduate from the MSW program at a CSU campus within the required timelines established for each program model.
- Take all of the required classes, including mental health field internship placements, the approved mental health elective, and participation in selected workshops or annual seminars on issues related to mental health and research.
- Complete a thesis focused on a mental health topic that is concentration specific (either OAF or CYF).
- Maintain a "B" (3.0) average.
- Receive a security clearance/live scan to work in a California county mental health agency or a county contracted agency.

Eligibility

- The Mental Health Stipend Program is available to full-time second (concentration) year MSW students who have chosen mental health as their field of study. Students must be completing his or her advanced field placement and expected to graduate in the academic year the stipend is awarded.
- Student must be in good academic standing in the MSW program.

- Student should demonstrate an interest in, and commitment to, mental health services as described in the Mental Health Services Act.
- If an employee is actively working, they will need to take a full-time leave of absence from that employment for the duration of the stipend program. Employees will need to provide written documentation from their agency.
- Student internships must be completed at a county mental health center, or a community based organization under contract to a county public mental health agency. State hospitals, prisons or locked involuntary hospitals are not eligible as field placement sites.
- Student agrees to pay back an obligation of one (1) year of employment in a county public mental health agency, or a community-based organization under contract to a county public mental health agency after completing MSW degree
- Student agrees to complete required criminal background screening procedures as required by county mental health regulations.
- Student will attest that he or she has never been convicted of a felony or misdemeanor crime that would disqualify him or her from employment in a county public mental health agency, or a community-based organization under contract to a county public mental health agency.
- Priority will be given to applicants who reflect the diverse client populations currently served by mental health agencies in California.
- Priority will be given to applicants who possess second language capabilities.

3.) Mariposa County MHSA Workforce Education and Training Stipend Program (WETSP)

The MHSA WET Stipend Program is a component of the Mariposa County Mental Health Service Act (MHSA) Workforce Education and Training Plan. Funding has been allocated to provide scholarships designed to pay stipend tuition, required fees, books, supplies, and educational equipment costs to enable individuals to earn a certificate, AA, Bachelor's degree in the field of human services, psychology, and mental therapy. This opportunity is expressly designed to promote the development of a strong, stable and diverse mental health workforce in Mariposa County.

The WETSP will be made available to individuals participating in training and educational endeavors that are directly linked to addressing occupational shortages related to skill needed in language proficiency, licenses, positions that require advanced degrees, and underrepresentation of cultural and linguistic groups in our county workforce.

WETSP recipients will be requested to seek employment in the Mariposa County Mental Health System. All awards are subject to the availability of funding.

Stipend Program Award Requirements and Amounts

The scholarships will be awarded in two installments at the beginning of August or January.

At the end of each quarter and/or semester year, the recipient will be required to provide the following:

- Verification of enrollment.
- Verification of a 3.0 GPA or above and completion of 6 units or more per semester/quarter.

- Verification of the completion of 12 units or more is required for applicants receiving \$5,000 per year.

Maximum WETSP award is \$5,000 per year for Bachelor's and graduate employees and will be awarded based on the availability of funding.

Maximum WETSP award is \$1,200 per year for certificates or AA degrees and will be awarded based on the availability of funding.

WETSP awards are subject to verification of enrollment and/or good academic standing with the college.

The Mariposa County Human Services Department may either issue funds to the institution or individual in two installments for the year for a maximum of three years not to exceed \$15,000.

Employees are required to apply for each year for a maximum of 3 years and all awards are subject to availability of funding.

SUBMIT THE FOLLOWING IN THE APPLICATION PACKET

Application Checklist

1. **Complete the application form.** Complete all pages of the application. It must be completed, signed, and dated to be considered eligible.
2. **Resume**
3. **Proof of registration**
4. **Two letters of recommendation: signed and dated within six (6) months of the application.**
The letters must be on letterhead and include the author's title, name of employer, mailing address, and phone number.
 - A professional recommendation from your employer, human resources, or supervisor. The letter should include a brief description of your work and position and indicate that there is support for the individual to return to school.
 - A personal recommendation. The letter should address qualities such as character, leaderships, service, attitude, work ethic, attributes, and strengths, etc.
5. **Personal Statement (Part C of the Application):** Attach your personal statement to the application. Your statement must be typed, double spaced, and no more than three (3) pages. Restate and number each question along with a comprehensive response to each question. Personal statements that lack detail may be considered incomplete and therefore ineligible.
6. **Copy of the cost of attendance/tuition for the Education Program**

Application Submission

All applications and materials must be postmarked by the deadline. In order to be considered, each part of the application must be completed. All supporting documentation must be submitted by the appropriate deadline. The Review Board will **NOT** notify applicants if their application was received or incomplete.

Notification of Awards

The Review Board will notify applicants of their application results within 120 days of the final filing date.

APPLICATION DEADLINES WILL BE ANNOUNCED PERIODICALLY ON THE MARIPOSA COUNTY HUMAN SERVICES DEPARTMENT EMPLOYEE INTRANET WEBSITE (DAILY PLANET).

Submit application to:

Stipend Program Review Board
Mariposa County Human Services Department
P.O. Box 99
Mariposa, CA 95338

Application

PART A. – PERSONAL INFORMATION

I plan to enroll in the following:

- AA Degree/Certificate Program (Family Studies/Human Services, Psychology)
- Bachelor's Degree Program (Health & Human Services, Psychology, Sociology, Social Work)
- Masters Program (Social Work, Psychology or Marriage and Family Therapy)

Name:	
Address:	
Home phone:	
Other phone:	
Email:	
Position:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part time <input type="checkbox"/> Volunteer	

What is the highest level of education you have completed? _____

What degree or credential do you plan to achieve with this scholarship award? _____

College or University? _____

Date college application was accepted? _____

Type of Program: AA/Certificate Bachelor's Master's degree or higher
 Full-time program Part-time program

Field of Study: _____

Projected date of program/ coursework completion? _____

PART B – FLUENCY

1. List any languages in which you are fluent.

- _____ 1st language: Speaking Reading Writing
- _____ 2nd language: Speaking Reading Writing
- _____ 3rd language: Speaking Reading Writing

PART C – PERSONAL STATEMENT

Attach your personal statement to the application. Your statement must be doubled-space typed and no more than three (3) pages. Restate and number each question along with a comprehensive response to each question. Personal statements that lack detail may be considered incomplete and therefore ineligible.

1. Describe any community service, volunteer activities, or club memberships within the past two (2) years.
2. Briefly describe your sociocultural background.
3. Describe how your personal experience with and/or knowledge of recovery and/or mental health services is relevant to your interest in pursuing a child welfare services and/or mental

health career. Do you see your background as an advantage, disadvantage or both and why?

4. What are your professional goals for the next five (5) years as they relate to your child welfare services and/or mental health profession and why?
5. Please describe your financial need and how this scholarship money will help you achieve your goals.

PART D –

1. Are you a previous awardee of a Stipend Program award? Yes No

If yes, please enter the contract # _____

PART E – APPLICATION CERTIFICATION

I certify that all information in this application is true and accurate to the best of my knowledge. I authorize the Mariposa County Human Services Department Stipend Program Review Board to verify any information submitted as part of this application. I understand that falsification of information contained in this application will disqualify my application. I understand that if falsification is discovered after I have been awarded or if I breach my contract, I will be required to repay all funds awarded, plus interest and administrative fees. I understand that once submitted my application and supporting documents become the property of the Mariposa County Human Services Department Stipend Program Review Board. I also understand that my personal statement becomes the property of the Mariposa County Human Services Department.

First Name

Middle Initial:

Last Name

Applicant's Signature

Date: _____

Applicants will be notified within 120 days of the final filing deadline.

Review Board Process

The review and orientation meeting will be conducted by a Review Board comprised of the Human Services Director, the Human Services Deputy Directors, the Human Services Fiscal Officer, and the Mariposa County Personnel Director/Designee.

The screening and review criteria will include but will not be limited to:

1. Verification of application and/or acceptance at an accredited college or university.
2. Evidence that the applicant can work cross-culturally with diverse individuals including individuals whose values may differ from their own.
3. The applicant has a desire to pursue a career in the child welfare services and/or mental health field specifically in Mariposa County.

Scoring Process

The information you provide on the application will be reviewed by the Mariposa County Human Services Department Stipend Program Review Board. The decisions of the Mariposa County Human Services Department Stipend Program Review Board are final and not subject to grievance or arbitration.

Name of Applicant: _____

Date: _____

Evaluator: _____

Evaluation Item	Possible Points	Comments	Points Earned
Letters of recommendation: Professional and Personal	10		
Personal experience with and/or knowledge of child welfare services and/or mental health services.	25		
Ability to work cross culturally with diverse populations including populations with differing values from their own.	25		
Demonstrates a desire to pursue a career in the child welfare services and/or mental health field specifically in Mariposa County.	20		
Cultural, linguistic attributes representative of consumer need.	20		
Total Score:	100		