

## **IV-E Traineeship Application Process**

Please submit the following:

- 1) A completed Title IV-E Child Welfare Training Program application (request from [Linda.Grandon@mail.wvu.edu](mailto:Linda.Grandon@mail.wvu.edu))
- 2) A resume that includes: local and permanent address(es) and phone(s), e-mail, anticipated date of graduation, and two reference letters (if you have worked in DoHS or in the field of child welfare, at least one letter should be from your supervisor in that/those position/s)
- 3) A brief personal statement describing your interest in public child welfare social services.

**Scan/Email your completed application packet  
(with ALL the above listed items)**

**to Linda Grandon and Jacki Englehardt at:**

**[linda.grandon@mail.wvu.edu](mailto:linda.grandon@mail.wvu.edu) and [jacki.engagehardt@mail.wvu.edu](mailto:jacki.engagehardt@mail.wvu.edu)  
by March 17, 2025.**

### **Contact Information:**

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**Eberly College of Arts and Sciences  
West Virginia University**

## ***Title IV-E Public Social Services Education and Training Project: Multi-Level Training for Child Welfare Professionals in West Virginia***



School of Social Work, West Virginia University  
and  
West Virginia Department of Human Services

*In collaboration with  
West Virginia Social Work Education Consortium (SWEC):*

Concord University—Professor Scott Inghram  
Marshall University—Professor Jo Dee Gottlieb  
Shepherd University—Professor Craig Cline  
West Liberty University—Professor Sylvia Hawranick Senften  
West Virginia State University—Professor Rita Brown  
West Virginia University— Professor Jacki Englehardt

**Eberly College of Arts and Sciences  
West Virginia University**

### **Title IV-E Child Welfare Training Project Overview**

The Public Child Welfare Training Program operates with federal funds made available through Title IV-E of the Social Security Act which provides specified financial support for students committed to a career in public child welfare. The program is designed to educate and prepare graduate and undergraduate social work students for employment as practitioners in public child welfare.

The goals of the program are 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.

The Title IV-E Public Child Welfare Training Program is for full time and part-time MSW students in regular or advanced standing classes (on campus or online) and BSW students. Applicants to the traineeship must hold U.S. citizenship or have permanent residence status at the time of application.

### **Principal Investigator:** *Jacki Englehardt, MA, MSW, ACSW*

In-state tuition/fees and stipends are available through the School of Social Work and the West Virginia Department of Human Services, (WVDoHS) Title IV-E, Child Welfare Training Project.

In order to be considered for an award, a student must:

- Be admitted to the BSW or MSW Degree Program and remain in good academic standing (BSW 2.0 GPA, MSW 3.0 GPA)
- Be employed or approved for employment by WVDoHS, Bureau for Social Services
- Meet with Title IV-E Principal Investigator and WVDoHS representatives
- Pass a Criminal Investigations Background (CIB) clearance
- Have a valid driver's license
- Agree to complete field placement(s) in child welfare with WVDoHS
- Be eligible to receive a WV Social Work license
- Register for and complete SOWK 380 or SOWK 680, Child Welfare, with a minimum grade of B
- Upon graduation, accept a position offered by WVDoHS in any of its state or county offices for an equivalent time as tuition waivers and stipends were received. In the absence of WVDoHS employment, all tuition and stipend funds received must be paid back in full.
- Complete all work obligations to WVDoHS from previous Title IVE awards (i.e. BSW graduates who wish to receive Title IVE for MSW coursework.)

### **Full-time and Part-time BSW or MSW Students (Non-WVDoHS Employees)**

Tuition waivers (in-state tuition only)/fees and stipends are available for a limited number of students who are planning a career in Child Welfare. Students accepting the traineeship are required to work for WVDoHS in a child welfare position following their graduation for the number of months equal to the number of months for which stipends and tuition were received.

An elective course in child welfare is required for Title IV-E supported students; SOWK 380 for BSW students and SOWK 680 for MSW students. Field internships for BSW and MSW students are required to be completed at WVDoHS serving families and children. Interested students should submit a Title IV-E application to the WVU School of Social Work. Students will be chosen for Title IV-E participation by the WVU Title IV-E Coordinator and a WVDoHS representative.

### **Current WVDoHS Employees in MSW Programs**

Employees of WVDoHS are encouraged to obtain the Master of Social Work Degree. WVDoHS and the School of Social Work at WVU partner to deliver training and education in child welfare to direct service workers and supervisors. Title IV-E traineeships require admission to the WVU MSW degree program (on campus or online). WVDoHS employees should submit a Title IV-E application to the WVU School of Social Work and notify the IV-E Stipend Liaison in writing that they are applying for Title IV-E support through WVU.

Employees will be chosen for Title IV-E participation by the WVU Title IV-E Coordinator and a WVDoHS representative. WVDoHS employees must enroll for a minimum of 3-6 credits per semester as part-time students per the approved degree plan. SOWK 680, a course in child welfare and field placement(s) with WVDoHS serving children and families are required. Students accepting the traineeship are required to work for WVDoHS in a child welfare position following graduation with the MSW for the number of months equal to the number of months for which stipends and tuition were received.

***The number of openings for applicants is contingent upon funding available to support the program.***

