



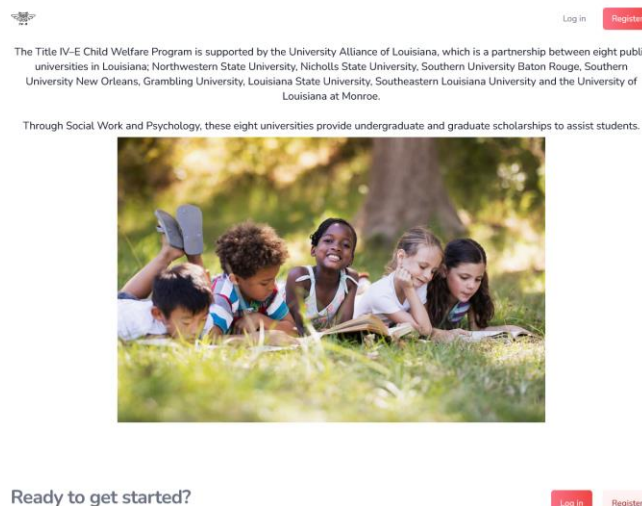
Title IV-E Scholar Program Registration System Guidance



The University Workforce Alliance (UA) is a collaboration between Grambling State University, Louisiana State University, Northwestern State University (Lead University), Nicholls State University, Southeastern Louisiana University, Southern University at Baton Rouge, Southern University at New Orleans, and the University of Louisiana at Monroe. The primary programs implemented by the UA are the Student Scholar and Employee Scholar programs. The Title IV-E program is a partnership between the UA, the Louisiana Child Welfare Training Academy, and the Department of Children and Family Services.

To streamline the application process, the UA and LCWTA staff have developed a registration system for Student Scholars, Employee Scholars, and Student Internship Supervisors. The following steps describe the process of applying for all aspects of the program.

Step 1: Go to <https://cws.lcwta.org/>.



Step 2: For first time users, please select Register. Please use your name and university or DCFS email address and create a password. Once complete, select REGISTER. Once complete, you will need to check your email address to verify your identity and email address.

IV-E

Name

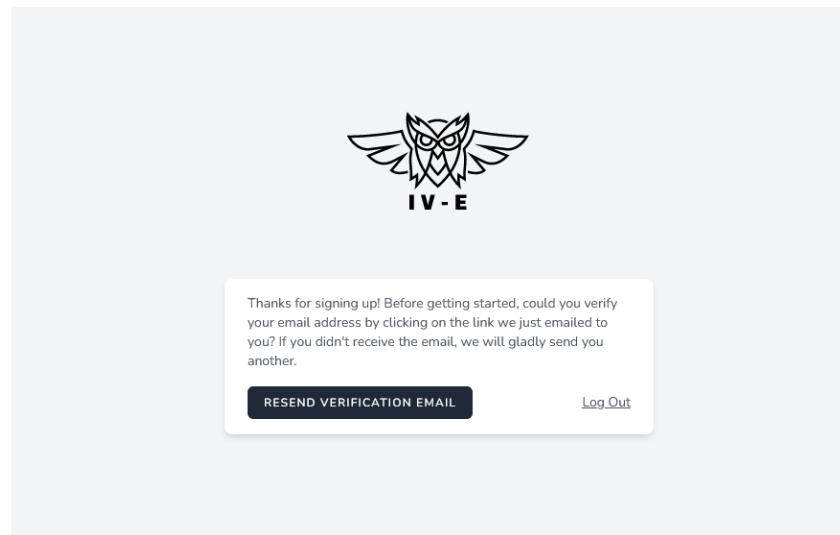
Email

Password

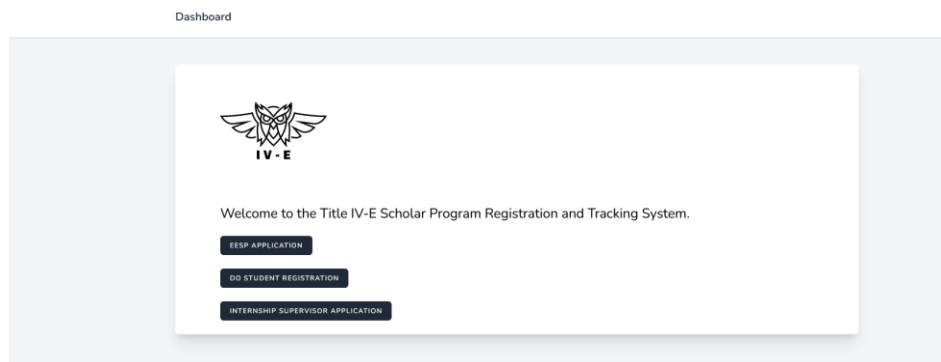
Confirm Password

I agree to the terms and conditions

Step 3: Once users select register, they will see the following screen. Please check your email and look for an email from the IV-E Child Welfare Program. Please select the Verify Email Address option. Registration cannot be completed before you select this option.



Step 4: Once users select the verify option, you will arrive at the registration dashboard.



Step 5. From here, users should select the appropriate application form. See the eligibility requirements section below to determine which program to apply for.

Applicants must complete all fields on each application form. Potential student scholars must provide reference information for three professionals who can evaluate the personal and professional characteristics of each applicant. Employees applying for funding or to become an internship supervisor must provide contact information for their current direct supervisor and Area Director.

Eligibility Requirements

EESP APPLICATION Eligibility:

This application is **ONLY** for current DCFS employees who qualify to receive funding for tuition assistance to complete an MSW program at Grambling, LSU, and SUNO. At this time, employees can only receive funding to attend one of these three programs. Employees cannot receive funding towards any private or out of State universities due to Federal and State Title IV-E rules.

Note: Each university has slightly different eligibility requirements specific to courses required prior to or concurrent with the internship placement. Students should contact the University Coordinator of the program they plan to register for. Students will apply for funding concurrently with, or prior to, applying for funding through the Title IV-E program. To be eligible for funding, the following criteria must be met and appropriate documentation provided:

1. Evidence of commitment to staying in child welfare post MSW;
2. Level of experience with preference given to supervisory staff and former Title IV-E scholars; and
3. Location of applicants (we try our best to ensure that individuals from all regions have equal chance of being selected).

Applications are screened by NSU Statewide staff and decisions are made by the appropriate University Coordinator and the Title IV-E Program Manager or other designated staff. Employees who are former Title IV-E scholars must have at least 2 years of successful employment with DCFS and must have successfully completed all previous contractual agreements related to Student Scholar Funding. Employees who were not former Title IV-E scholars must have at least 4 years of successful employment with DCFS.

Upon completing the application, the following items must be submitted by email to childwelfare@nsula.edu:

1. A cover letter with a narrative supporting your request for educational support and commitment to working in child welfare;
2. A current acceptance letter from GSU, LSU, or SUNO's MSW Program. If you are not already enrolled, please include a brief letter describing your enrollment intentions and status (the acceptance letter can be sent at a later time);
3. A copy of a current and up to date resume or SF-10 form detailing length of service in child welfare positions.
4. PES evaluations for the last 2-3 years scanned as one PDF file (or 2 years if applying as BSW with advanced standing and only two years of child welfare employment);
5. Undergraduate transcript where applicants received their degree, and transcript of any graduate coursework already taken (unofficial copies only).

During the application process, employees will provide the name and email address of their direct supervisor and their regional Area Director. These individuals will receive an email from the system prompting these individuals to provide approval and support of the employee's participation to receive funding. Employees who have a copy of a letter of recommendation that was previously required may submit these at this time, however these will be phased out after August of 2023. Employees who are approved are eligible to receive educational leave pursuant to current DCFS/Civil Service rules. Please discuss this with your supervisor before applying.

STUDENT REGISTRATION Eligibility:

This application is ONLY for students who currently attend one of the following universities in Louisiana: Grambling State University, Louisiana State University, Northwestern State University, Nicholls State University, Southeastern Louisiana University, Southern University at Baton Rouge, Southern University at New Orleans, and the University of Louisiana at Monroe. Students must be enrolled full time in their respective programs and meet eligibility requirements to apply to and be accepted in each universities Title IV-E program.

University	Program Type	Options
Grambling State University (GSU)	BSW, MSW	In-person (approved for online in Summer 2023)
Louisiana State University (LSU)	MSW	In-person and Online
Northwestern State University (NSU)	BSW	In-person and Online
Nicholls State University (Nicholls)	B.A. in Psychology	In-person and Online
Southeastern Louisiana University	BSW	In-person
Southern University (SUBR)	BSW	In-person
Southern University at New Orleans (SUNO)	BSW, MSW	In-person, hybrid (Applying for Online Program to begin Fall 2023)
University of Louisiana at Monroe (ULM)	BSW	In-person

Note: Each university has slightly different eligibility requirements specific to courses required prior to or concurrent with student placement. Students should contact their University's respective Title IV-E Coordinator to discuss the specific eligibility for application and selection. In general, students should take specific course work in child welfare or other specific content areas, hold an overall GPA of 2.7 or higher, and a Social Work/Psychology GPA of 3.0 or higher, and be eligible to begin their field internship placement within the next academic period (semester or academic year). To be selected, students must complete and pass a structured interview process which requires interviews and assessment of readiness by the University Coordinator, the DCFS Title IV-E Liaison, and a WAE Consultant assigned to that region/area/university. Each University provides stipends (currently \$7,500 for undergraduate students and \$9,500 for graduate students) and supports students both in their final year of their respective programs and for the first three years that they are employed with the Department. Each university works with DCFS to place students in a field practicum (internship) for either one or two semesters. Undergraduate students complete around 400+ hours in their internship. Graduate students complete around 900+ hours. Upon graduation, students must apply to work for the department where they will interview and be evaluated once again. In order to receive funding, students must commit to working for the Department for at least one full year after graduation or must repay the stipend back after graduation.

INTERNSHIP SUPERVISOR APPLICATION Eligibility:

This application is for current DCFS employees who wish to apply as an internship supervisor. In order to qualify, individuals must hold a bachelor's degree or master's degree and must have, at minimum, 2 years of successful experience with DCFS. Due to current University and CSWE rules, individuals who supervise social work students should hold a BSW or MSW from a CSWE accredited program and must hold an active Louisiana RSW, LMSW, or LCSW license. Please note, BSW students can be supervised by BSW level employees, whereas MSW students should be supervised by MSW level employees. Student placements can be made with non-social work employees on an individual basis. Individuals who do not meet the criteria are NOT discouraged from applying. Applications are received on an ongoing basis.

If you have any questions regarding this process, please email Title IV-E staff at childwelfare@nsula.edu.

University Contacts

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Nicolls State University	Blake Townsend, MA	blake.townsend@nicholls.edu
Southeastern Louisiana University	Corie Hebert, PhD, LMSW Tonyalea Elam, MSW, LCSW	corie.hebert@selu.edu tonyalea.elam@selu.edu
Southern University (Baton Rouge)	Patsy Johnson, MSW, LCSW-BACS	patsy_johnson@subr.edu
Southern University at New Orleans	Monique Hurst, MSW, LCSW	mhurst@suno.edu
University of Louisiana at Monroe	Andrea Black, BSW, RSW	asavage@ulm.edu