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DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 12, 2018

M E M O R A N D U M

TO: CHILDREN'S DIVISION STAFF

FROM: JULIE LESTER, INTERIM DIRECTOR

SUBJECT: PART-TIME MASTER OF SOCIAL WORK TITLE IV-E PROGRAM

In September 2016, we announced the recipients of the advanced educational opportunity for employees interested in pursuing a Master of Social Work (MSW) degree through the Title IV-E Program.. Our commitment to the pursuit of professional growth and excellence remains strong, and we are excited to announce that our current cohorts are on pace to graduate on schedule. As such, we are beginning another part-time Title IV-E funded MSW educational program cohort to begin during the fall 2019 semester.

We realize there are inherent challenges associated with working and balancing full-time professional and personal life with a part-time graduate education. We are committed to supporting selected staff, advocating for their academic work to be both meaningful and purposeful for their future, and providing flexibility and provisions for trade-offs along the journey.

The Division will continue to utilize agreements with four public universities: University of Missouri Kansas City, University of Missouri Columbia, University of Missouri St. Louis and Missouri State University. These programs are funded by both Federal Title IV-E and State funds.

Part-Time Master of Social Work Title IV-E Program



AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES

TDD / TTY: 800-735-2966

RELAY MISSOURI: 711

Missouri Department of Social Services is an Equal Opportunity Employer/Program.

All Children's Division employees with two years of experience, by the start of the fall 2019 semester, are encouraged to apply. Children's Division Workers IIIs/IVs, Supervisors and Managers will receive preference in the candidate selection process as this supports organizational efforts to maintain Council on Accreditation (COA) standards in key leadership positions. Additional preference will be given to those who possess a Bachelor's of Social Work degree and are eligible for an advanced standing program.

Selected employees will remain employed full-time while attending classes, either in person or on-line, on a part-time basis. The part-time MSW program provides payment for tuition, books, and course related fees, for a maximum of four (4) years. Each student selected will be required to make a commitment to work for the Division after graduation, one year for every academic year attended. Required courses and class schedules are available on the website of each university, listed under *University Application*.

University Application Process:

1. Choose a university and apply directly to their Master of Social Work program. Each university has unique admission processes and deadlines, though most programs have a January deadline for application. Indicate on your university application you are also applying to the Children's Division for MSW IV-E Program.

2. Choose from the School of Social Work Programs listed below: (*Visit each website for details for admission*)

- University of Missouri, Columbia (MU) - <http://ssw.missouri.edu/>
- University of Missouri, Kansas City (UMKC) - <http://cas.umkc.edu/socialwork/>
- University of Missouri, St. Louis (UMSL) - <http://www.umsl.edu/~socialwk/>
- Missouri State University, Springfield (MSU)- www.missouristate.edu/swk/

Children's Division Application Process:

1. Complete the Children's Division application [attached](#) to this memo including the following:

- Signatures from all levels of your supervision including the Regional Director or from the Deputy Director if applicant is from Central Office or CANHU.
- Your resume
- Three letters of reference
 - Signed release of Information for the Children's Division designee and School's to verify acceptance into the MSW Program.

2. Submit the CD application by **March 1, 2018** to: Christopher.R.Kimsey@dss.mo.gov

3. Upon acceptance for admission by the University and recommendations from all levels of supervision, you will be interviewed by the Children's Division Central Office representatives and/or Children's Division Regional Liaisons (listed below).

4. Upon completion of the interview, the interview team will make recommendations for final approval to the Children's Division Director and you will be notified of your status.

5. Staff accepted into the program will be required to sign an agreement/contract with the Children's Division which outlines the benefits and conditions.

6. Staff will be expected to maintain employment with the Children's Division post-graduation, or will be expected to pay the calculated, prorated cost of their education, in full, at the time of departure.

For more information contact your *Children's Division Regional Liaisons*:

North: Julia Nance Julia.E.Nance@dss.mo.gov

Southwest: Shawn Boyd Shawn.H.Boyd@dss.mo.gov

Southeast: Craig Reed Craig.E.Reed@dss.mo.gov

St. Louis: Phoelica McKenzie Phoelica.McKenzie@dss.mo.gov

Kansas City: Tanya Keys Tanya.Keys@dss.mo.gov

JL:CK