



Arizona Department of Child Safety

This Contract is entered into by the Arizona Department of Child Safety (Department), acting pursuant to Arizona Revised Statutes (A.R.S.) § 8-453 and 45 CFR 235.63 (b) and (6), and _____ (Student).

1.0 PURPOSE

1.1 The purpose of this Contract is for the Department to provide funding for students to receive tuition and fees assistance to cover Arizona resident tuition and other required fees for courses necessary to obtain their Bachelors in Social Work (BSW) degree at the Arizona State University (ASU). Upon graduation, the Student agrees to work full-time for the Department as a DCS Specialist (titles subject to change) for a minimum period of twelve (12) consecutive months, to a maximum period of twenty-four (24) consecutive months.

2.0 TERM

2.1 The term of this Contract shall begin on _____ and shall terminate on the date the Student completes the mandatory full-time employment with the Department OR the date the Student fully repays any amount due per Section 4.0 TERMS AND CONDITIONS OF TUITION AND FEES REPAYMENT, below. The Student shall obtain their BSW degree prior to starting the full-time employment requirement with the Department. Continuation of this Contract is subject to the availability of funds.

3.0 SERVICE TO BE PERFORMED

The Student shall:

- 3.1 Maintain a part-time or full-time academic schedule to obtain the BSW degree through the ASU School of Social Work, Downtown Phoenix Campus or Tucson Component. The Student shall maintain a minimum cumulative grade point average of 3.0.
- 3.2 Enroll in every required social work course during the semester/summer session it is offered, as well as all upper-division elective courses at ASU or other state universities within Arizona, as advised by the BSW Academic Advisor.
- 3.3 Enroll in all necessary lower-division general studies courses and prerequisites through ASU, other state university, and/or accredited community colleges within Arizona.
- 3.4 Enroll in other additional courses as required for graduation at ASU, other state university, and/or accredited community college within Arizona, as advised by the BSW Academic Advisor.
- 3.5 Attend a Department employment meeting during Spring semester of the calendar year you will be graduating. Dates and times of meetings will be scheduled so as not to conflict with classes.
- 3.6 Complete the required two (2) semesters of field instruction and placement with a Department site or Department training unit, as advised by the BSW Academic Coordinator/Tucson Component in consultation with the Department.
- 3.7 Work full-time for the Department of Child Safety as a DCS Specialist for the minimum length of employment as determined below:
- 3.8 The length of employment obligation will be calculated based upon a minimum of twelve (12) months, plus one (1) additional month for every three (3) credit hours beyond twenty-four (24) credit hours for which the student received the tuition and fees assistance from the Department, but not to exceed the amount of time equal to the period for which financial assistance was granted.
- 3.9 The required months shall be calculated from the student's first day of employment with the Department as specified above.
- 3.10 The first twenty-two weeks of employment will be as a DCSS Trainee. During the time as a DCSS Trainee, you must be available for the duration of training.

- 3.11 Be fingerprinted for a criminal history background check and obtain a Level One Clearance card. Complete all required Department forms, including the Certification of Criminal Offense DCS-1078A (9-14) and Consent to Release DCS-1037A.
- 3.12 Submit a copy of their Motor Vehicle Record (MVR) thirty (30) days prior to the start of field work, while enrolled in the program to ADCS Human Resources. Eight (8) or more points in a twelve (12) month period disqualifies the student for employment consideration.
- 3.13 Notify ADCS Human Resources in writing of any changes in their driving record, clearance card or any criminal offense within five (5) working days of occurrence.
- 3.14 Complete a Confidentiality Statement form as required by the Department to be stored with ASU in the student's file.
- 3.15 Submit an Intern Application DCS-1254A to the ADCS upon interview into the program and submit an Arizona State Personnel Application for Employment to ADCS between thirty (30) and sixty (60) calendar days prior to graduation.
- 3.16 Accept the Department's offer of employment within three (3) calendar days of the offer.
- 3.17 If offered by the Department, accept employment anywhere within the state of Arizona as determined by the Department. The Department reserves the right to make a single employment offer.
- 3.18 Attend DCS 101 as required by the Department on the first day of employment.
- 3.19 Comply with the Department's rules and policies regarding employment which includes no transfers to another area/office within eighteen (18) months of employment.
- 3.20 Complete and sign an Educational Records Release allowing ASU to share with the Department, the student's Educational performance completed by their supervisor or their instructor.
- 3.21 Be informed the Grant is taxable income. The student is solely responsible for the tax implications of the Grant and for reporting the Grant to the Federal and State of Arizona Revenue Departments.

4.0 The Department will:

- 4.1 Provide reimbursement to ASU for the purpose of the student receiving the tuition and other required fees for courses necessary to complete the BSW degree at ASU.
- 4.2 Offer employment upon Graduation for employment by the Department within thirty (30) days after graduation.
- 4.3 Determine the location where the Student will be employed based upon the hiring needs of the Department.

5.0 TERMS AND CONDITIONS OF TUITION AND FEES REPAYMENT

- 5.1 Student shall receive in-state tuition and other required fees for necessary courses to complete the BSW degree at ASU. Eligibility begins during the first semester in Junior status and in which the student is registered for SWU 306 Ethics in Social Service. Covered fees include tuition, registration and field fees, but do not include community college/university application, graduation, or late fees.
- 5.2 The Student shall be liable for repayment of the tuition and other required fees if one or more of the following conditions occurs:
 - a) Failure to meet any of the terms and conditions of this contract;
 - b) Failure to be recommended for hire following the completion of Field Education and reference check(s) by the Department;
 - c) Failure to perform the duties of a DCS Specialist (titles subject to change) as required by the Department; or
 - d) Failure to complete the twelve (12) to twenty-four (24) consecutive month term of employment.

5.3 The Student shall be liable for repayment to the Department the prorated tuition and fees amount received should the student fail to work for the Department for the agreed upon term of employment, or if the student withdraws or is terminated from the BSW Program and/or scholarship program.

5.4 The Department has the discretion to release the student from repayment, in accordance with 45 CFR 235.63.

6.0 REPORTS

The Student shall:

6.1 Notify the Department of any changes in name, address, and telephone numbers within five (5) working days of the change.

6.2 Submit to the Department a certified transcript from ASU within thirty (30) days of graduation or as soon as it is available.

7.0 TERMINATION

7.1 This contract shall be terminated upon the expiration date specified in Section 2.0 of this contract. The Department will notify the Student if the Interagency Service Agreement between ASU and the Department has terminated and the grant awards end during the term of this contract.

8.0 AUTHORITY

8.1 Any changes to this Contract, including the addition of work requirements, revision to the payment terms, without a written contract amendment signed by both parties, shall be void and without effect and the Student shall not be entitled to any claim under this Contract based on those changes.

9.0 CONFIDENTIALITY

9.1 The Student shall observe and abide by all applicable State and Federal statutes and regulations regarding the use of disclosure information, including but not limited to information concerning applicants for and recipients of services provided by the Department.

10.0 NOTICES

10.1 Any and all notices, requests, or demands given or made upon the parties hereto, pursuant to or in connection with this Contract, unless otherwise noted, shall be delivered electronically via email or sent by United States Postal Service, , to the parties at their respective addresses as indicated below:

10.2 The Department shall address all notices to this Contract to:

Name:
Address:XXX X. XXXX
XXXXX, AZ, 85XXX
Home/Cell Phone Number:
Personal Email Address:

10.3 The Student shall address all notices to this Contract to:

Contract Manager
Arizona Department of Child Safety
3003 N. Central Ave, Site Code C010-20
Phoenix, AZ 85012
Fax Number: (602) 255-3253

Robert Navarro
Assistant Director, Finance and Budget
ARIZONA DEPARTMENT OF CHILD SAFETY

Date

Name
Student

Date

SSN: _____

Telephone No.: _____

ASU Email: _____

D.O.B _____