



Arizona Department of Child Safety

This Agreement 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 235.64, and _____(Student).

1.0 PURPOSE

1.1 The purpose of this Contract is for the Department to provide funding for students to receive a Grant while obtaining their Master of Social Work (MSW) degree at the Arizona State University (ASU), and upon graduation the Student agrees to work for the Department, as a DCS Specialist (titles subject to change) for a minimum period of two (2) consecutive years.

2.0 TERM

2.1 The term of this Contract shall begin on _____ and shall terminate on the last day the Student fulfills his/her obligation to work for the Department or the date the Student terminates participation in the Child Welfare Specialization Program for the MSW degree at ASU, whichever is sooner. Continuation of this Contract is subject to the availability of funds. For the purpose of this Contract, working for the Department means working within the Department's Field Operations. Other administrations or divisions under the auspices of the Arizona Department of Child Safety do not qualify for the required work obligation.

3.0 SERVICE TO BE PERFORMED

The Student shall:

- 3.1 Maintain a standard full time academic schedule in the Child Welfare Specialization concentration for the Master of Social Work degree at Arizona State University. The Student shall maintain a minimum 3.0 cumulative grade point average.
- 3.2 Work for the Department as a DCS Specialist (titles subject to change) a minimum of two (2) consecutive years. The two (2) consecutive years shall be calculated from the first day of employment with the Department as specified above.
- 3.3 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 Direct Service Position Job Supplement DCS-1035A (8-14).
- 3.4 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.
- 3.5 Complete a Confidentiality Statement form as required by the Department at the time of signing this Contract is to be stored with ASU in the student's file.
- 3.6 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.
- 3.7 Accept the Department's offer of employment within three (3) calendar days of the offer
- 3.8 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.
- 3.9 Attend DCS 101 as required by the Department within three (3) working days after acceptance of employment.
- 3.10 Comply with the Department's rules and policies regarding employment, which include no transfer to another area/office within eighteen (18) months of employment.

- 3.11 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.
- 3.12 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 shall:**
- 4.1 Provide reimbursement to ASU for the purpose of the Student receiving the Grant tuition and other required fees for courses necessary to complete the MSW Advanced Standing 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 MANNER OF FINANCING**
- 5.1 The Student shall also receive in-state resident tuition and the mandatory student fees for the summer and two academic semesters.

Estimated Total Grant: \$17,123:

- \$17,123.00 estimated tuition/fees

Note: The total Grant may change during the term of this Contract based upon the current tuition/fees at ASU.

6.0 TERMS AND CONDITIONS OF GRANT REPAYMENT

- 6.1 The Student shall be liable for repayment of the Grant if one or more of the following conditions occur:
- 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 as required by the Department; or
 - d) Failure to complete the two (2) consecutive years term of employment.
- 6.2 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 MSW Program and/or scholarship program.
- 6.3 The Department has the discretion to release the student from repayment, in accordance with 45 CFR 235.63.

7.0 REPORTS

The Student shall:

- 7.1 Notify the Department of any changes in name, address, and telephone numbers within five (5) working days of the change.
- 7.2 Submit to the Department a certified transcript from ASU within thirty (30) days of graduation or as soon as it is available.

8.0 TERMINATION

- 8.1 This Contract shall be terminated upon the expiration date specified in Section 2.1 of this Contract. The Department will notify the Student if the Agreement between ASU and the Department has terminated and the Grant awards end during the term of this Contract.

9.0 AUTHORITY

- 9.1 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.

10.0 CONFIDENTIALITY

10.1 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.

11.0 NOTICES

11.1 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.

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

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

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

Contracts Manager
Arizona Department of Child Safety
3003 N. Central Ave, Site Code C010-20
Phoenix, AZ 85012
Fax Number: (602) 255-2872

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

Name
Student

DATE

DATE

SSN: _____

Telephone No: _____

ASU Email: _____

DOB: _____