



## Arizona Department of Child Safety

This Contract is entered into by the Arizona Department of Child Safety (Department), acting pursuant to Arizona Revised Statutes § 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 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 three (3) consecutive years.

- 1.1.1 Package A: Academic Year
- 1.1.2 Package B1: First Year Summer Block
- 1.1.3 Package B2: Second Year Summer Block

### 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 fully repays any amount due per Section 5.0 TERMS AND CONDITIONS OF GRANT REPAYMENT, below. 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 as a Child Safety Specialist. 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 cumulative grade point average of 3.0.
- 3.2 Work for the Department of Child Safety as a Child Safety Specialist for a minimum of three (3) consecutive years of which the first 22 weeks will be as a DCSS Trainee. The three (3) consecutive years shall be calculated from the first day of employment with the Department as specified above. The Student shall obtain their MSW degree prior to starting the full time employment requirements with the Department.
- 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 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 on their first day 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 tuition and other required fees for courses necessary to complete the MSW 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 receive instate tuition and mandatory fees:
- 5.1.1 Students receiving Package A, the "Academic Year" will receive four academic semesters of tuition and mandatory fees.
  - 5.1.2 Students receiving Package B1, the "First Year Summer Block" will receive four academic semesters of tuition and mandatory fees. These students will also receive the tuition and mandatory fees associated with their first year summer block field placement.
  - 5.1.3 Students receiving Package B2, the "Second Year Summer Block" will receive three academic semesters of tuition and mandatory fees. These students will also receive the tuition and mandatory fees associated with their second year summer block field placement. In addition, these students will receive the tuition and mandatory fees for the required summer capstone course.

#### **5.2 Estimated total Grant:**

- \$32,055.00 tuition/fees

Note: The total Grants 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 three (3) 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 Agreement 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:

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

\_\_\_\_\_  
**Name**  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

SSN: \_\_\_\_\_

DOB: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

ASU Email: \_\_\_\_\_