
CalSWEC Title IV-E Program Student Handbook 2020-2021

During the coronavirus pandemic, please consult with your University's Project Coordinator and/or Field Director regarding possible changes to classroom instruction and field placements.

[Letter to Students re COVID-19.](#)

The CalSWEC Title IV-E Student Handbook contains important information about the CalSWEC Title IV-E Program for CalSWEC Title IV-E students. This handbook is meant to supplement the CalSWEC Title IV-E Social Work Student Contract. In the event of discrepancies between this handbook and your signed student contract, the terms of the student contract will take precedence.

Please review the handbook thoroughly. This should be your first stop if you have any questions about the program. For additional information or support, please contact your school's CalSWEC Title IV-E Project Coordinator.

CalSWEC Title IV-E Social Work Training Program

Student Handbook 2020-21

Instructions to Navigate the Student Handbook

- To view the document outline / table of contents in a static toolbar on the left of your screen, click on “View,” then “Show document outline.”
- In either the document outline or the table of contents, click on a heading to be taken to that section.
- To find a specific keyword / topic, type “Ctrl+F,” and type the keyword / topic in the search box.

Table of Contents

Instructions to Navigate the Student Handbook	1
Table of Contents	1
1. Welcome Letter from Title IV-E Program Director	3
2. About CalSWEC	4
CalSWEC’s Mission	4
CalSWEC’s Goals	4
3. About the CalSWEC Title IV-E Program	5
Program Goals	5
Student Contract and General Program Requirements	5
Curriculum	7
CalSWEC Title IV-E-Specific Courses	7
Field Placements	7
Stipulations of Monetary Support	8
Disbursement of Funds	8
Renewal of Monetary Support	8
Taxation of Title IV-E Monetary Support	8
Employment Obligation	9
Monetary Repayment	11
Student/Graduate Petition Process	12

4. Participant Data	15
CaISWEC Student Information System (CSIS)	15
Participant Data Collection Processes	16
Forms	17
Student Profile Form (SPF)	17
Contact Information Update Form (CIUF)	17
Employment Verification Form (EVF)	17
Employment Completion Form (ECF)	18
Student Evaluation Surveys	19
5. CaISWEC Title IV-E Summit and Student Representatives	20
Student Representatives	20
Appendix A: Forms and Templates	21
Appendix B: Job Search Resources	22
Qualifying Job Titles by Agency	22
Employment Search Log	22
Employment Search Information and Tips	22
Networking	22
Targeting and Applying for Positions	22
The STAR Method	23
Civil Service Job Application	23
Oral Examination	24
Written Examination	26
Hiring Interview	27

1. Welcome Letter from Title IV-E Program Director

Dear Title IV-E student:

Congratulations and welcome to the California Social Work Education Center's (CalSWEC's) Title IV-E Program! While these are uncertain and unprecedented times, you are joining approximately 9500 MSW and 700 BASW students who have received Title IV-E stipends and tuition support since 1992 and 2004 respectively, many of whom have gone on to impressive and fulfilling careers serving the children and families of California. It is during challenging times that our work is so critical, and your experience in the Title IV-E Program over the several years will be full of invaluable learning experiences that you will undoubtedly take with you to impact positive change in our communities.

CalSWEC, located at Berkeley Social Welfare at the University of California, Berkeley, is a partnership of California schools of social work, public human service agencies and other related professional organizations that works to facilitate and support the education and training of social workers to ensure culturally responsive, effective, and high-quality health and social service delivery to the people of California. The intent of the Title IV-E Program is to increase the number of specially trained social workers in public child welfare agencies serving California's most vulnerable children and families. For more information about the CalSWEC Title IV-E Program, please visit our website.

As a CalSWEC Title IV-E student, you will be signing a detailed contract with the requirements and terms of participation in the program. Please take the time to review the student contract thoroughly. Throughout undergraduate and/or graduate school and your employment obligation period, please reach out to the cadre of support at your program, including your dean/director, project coordinator, classroom and field instructors, and administrative staff, both proactively and responsively to ensure your successful completion of the program and transition to the public child welfare workforce.

CalSWEC's central office also includes a staff of professionals who work together to manage, administer, and evaluate the program on behalf of the state. You can find an updated staff contact list on our website. You may receive communications and requests from some of these staff during and after your time in the program. We thank you in advance for your timely responsiveness.

CalSWEC also coordinates and maintains California's common core curriculum for public child welfare in-service training. CalSWEC's Child Welfare In-Service Training Project works closely with the five regional training academies (RTAs) to coordinate these efforts and provide new worker and ongoing training to public child welfare workers. As you enter the public child welfare workforce upon graduation, your relationship with CalSWEC will continue with opportunities for professional development through your RTA.

With that, I join with all the voices wishing you the best of luck in pursuing your degree and thank you for your commitment to the profession of social work and the field of public child welfare.

Sincerely,



Carolyn Shin, LCSW
Director
CalSWEC Title IV-E Program

2. About CalSWEC

Created in 1990, the California Social Work Education Center (CalSWEC) is a consortium of 21 of the state’s accredited social work graduate schools, all 58 county departments of social services and local mental health departments, the California Department of Social Services, the California Chapter of the National Association of Social Workers, the County Welfare Directors Association of California, the County Behavioral Health Directors Association of California, and foundations. It is the nation’s largest coalition of its kind working together to provide professional education, student support, in-service training, and workforce evaluation research—all directed toward developing effective, culturally competent public service delivery to the people of California.

CalSWEC, a unit within Berkeley Social Welfare, operates the Title IV-E Program, the Child Welfare In-Service Training Program, and the Integrated Behavioral Health Program. In collaboration with its partners, it works to develop a diverse and qualified workforce for the fields of child welfare and behavioral health; enhance skills among public and contract agency staff to serve diverse populations in California; and contribute to knowledge in these systems.

CalSWEC’s Mission

CalSWEC facilitates and supports statewide partnerships for the education and training of social workers to ensure culturally responsive, effective, and high-quality health and social service delivery to the people of California.

CalSWEC’s Goals

- Prepare a diverse group of social workers for careers in human services, with special emphasis in the fields of child welfare, integrated behavioral health, and aging
- Define and operationalize a continuum of social work education and training
- Engage in evaluation, research, and dissemination of best practices in social work

3. About the CalSWEC Title IV-E Program

CalSWEC's Title IV-E Program provides professional education and monetary support to undergraduate and graduate social work students who intend to pursue or continue a career in the field of public child welfare.

Program Goals

- To increase the number of public child welfare (PCW) workers in California with BASW and MSW degrees
- To prioritize the enrollment of current state/county/Tribal social services staff
- To prioritize the enrollment of Students who reflect the diversity of California's child welfare population
- To provide specific program support through the provision of monetary support to Students
- To provide specific program support through a specialized competency-based child welfare curriculum

Student Contract and General Program Requirements

Students must read, acknowledge understanding of, and sign the CalSWEC Title IV-E Social Work Student Contract, and adhere to all terms and conditions therein. Students must complete all program elements (classroom and field education, employment obligation, and/or monetary repayment) within normative time frames. Students must provide copies of required residency and transportation documents to the School.

The CalSWEC Title IV-E Social Work Student Contract includes the following information:

- Requirements for program participation
 - California residency
 - Admission into a participating CalSWEC Title IV-E School
 - Background check
 - Stipulations regarding prior Title IV-E program participation
- Details of monetary support
- Requirements for employment obligation
- Requirements for monetary repayment
- Distinctions between full- and part-time student requirements
- Distinctions between MSW, BASW, and Pathway student requirements
- Conditions for program termination, interruption / delay of program participation
- Requirements for updates, disclosure, and release of information

Students must maintain communication with their School at least once a year after Student completes or withdraws/is terminated from the Title IV-E program, until Student completes employment obligation and/or monetary repayment. For Students with exceptional circumstances, more frequent communication is required. Students must provide Schools with updated contact information for a minimum of five years following graduation and/or separation from the Title IV-E program.

Table 1. outlines program requirements for each of the CalSWEC Title IV-E programs. Students should refer to their individual student contracts in the event that deviations from the table occur.

Table 1.

Program Name	Degree Type	Enrollment Status	Employment Status While in School	Monetary Support	Employment Obligation
MSW	MSW	Full Time	Must not be active Qualifying Agency employees during the regular academic year	Stipend of \$18,500 per year for up to two years	Twenty-four months of continuous and satisfactory full-time equivalent, post-graduation employment in a Qualifying Agency
		Part Time	Must be a current employee of a Qualifying Agency	Reimbursement of actual cost of tuition, fees, books, and travel, up to \$14,164 per year for up to three years	
BASW	BASW	Full Time	Must not be active Qualifying Agency employees during the regular academic year	Stipend of \$15,000 for final year of study	Twelve months of continuous and satisfactory full-time equivalent, post-graduation employment in a Qualifying Agency
		Part Time	Must be a current employee of a Qualifying Agency	Reimbursement of actual cost of tuition, fees, books, and travel, up to \$14,164 per year for up to two years	
Pathway*	MSW	Part Time	Must be a current employee of a Qualifying Agency	Reimbursement of actual cost of tuition, fees, books, and travel, up to \$14,164 per year for up to three years	Twenty-four months of continuous and satisfactory full-time equivalent, post-graduation employment in a Qualifying Agency
	BASW	Part Time			
CSULB Distance Education**	MSW	Part Time	Must be a current employee of a Qualifying Agency	Reimbursement of actual cost of tuition, fees, books, and travel, up to \$14,164 per year for up to three years	Twenty-four months of continuous and satisfactory full-time equivalent, post-graduation employment in a Qualifying Agency

*The Pathway Program is a part-time distance education program for current county employees delivered at three Schools (CSU Chico, CSU San Bernardino, Humboldt State University) to develop the workforce in rural and remote regions of the state, including Tribes and Indigenous communities.

**CSU Long Beach has two distance education sites - Santa Rosa Junior College and Ventura County Community College - that deliver a part-time MSW program to current county employees in those regions.

Curriculum

Students must complete the course of instruction as required by their School's degree program. Students will receive specialized Title IV-E content as defined by the [CaISWEC Curriculum Competencies for Public Child Welfare](#) in the classroom and in field placement. Students are encouraged to actively work with their school and field placement agencies to ensure the linkage between classroom and field instruction for integration of the CaISWEC Competencies.

CaISWEC Title IV-E-Specific Courses

Check with the School and/or see the Student Handbook Addendum for details.

Field Placements

Students must spend the equivalent of at least one field placement year in child welfare services at a public child welfare agency engaged in direct service and/or administrative tasks, consistent with the Student's specialization and past experience. This public agency must receive IV-E funding and provide child welfare services to IV-E children and families. Examples include county public child welfare agencies, Tribal agencies providing child welfare services, and California Department of Social Services Adoptions Unit.

Students who require an additional year of field placement may be placed in schools, other public social services agencies, probation agencies, behavioral health agencies, public health agencies, and public or private nonprofit agencies.

In all field placements, Students' caseloads must consist of IV-E eligible cases. IV-E eligibility is determined by the following:

- Income: Would have been eligible for AFDC prior to TANF
- Services: Receiving Title IV-E eligible, child welfare related services
- Risk: In the absence of such services, would be at risk of placement
 - Evidence of risk
 - Court process regarding removal
 - Case plan includes possible placement, absent services

All Learning Agreements must indicate how the [CaISWEC Curriculum Competencies for Public Child Welfare](#) will be included in the field placement experience and how the CaISWEC Behaviors for Specialized Practice in Public Child Welfare will be incorporated.

Stipulations of Monetary Support

Disbursement of Funds

Check with the School for details.

Renewal of Monetary Support

Renewal of monetary support is not automatic. The School will review the progress of current Students and contract with Students on a year-by-year basis. Students and Schools must retain signed copies of Student contracts and any other required documents for each year of program participation. Students who are out of compliance with program requirements should not receive additional monetary support. Students who are out of compliance and placed on probation or equivalent from the Title IV-E program must work closely with their Project Coordinator to determine if a CaISWEC Title IV-E petition is required to be reinstated and receive continued monetary support, or be officially terminated from the program and begin monetary repayment.

Taxation of Title IV-E Monetary Support

Students should consult their own tax advisors and/or current IRS publications regarding the taxability of their stipends or other forms of support. Some relevant codes and regulations include, but are not limited to, the following:

- 45 CFR 235.61: A stipend is the basic living allowance paid to a Student.
- IRS Publication 970 (Tax Benefits for Education): Stipend funds that are used for certain qualifying expenses, such as tuition, may be excluded from tax.
- Title 11 of the US Code (11 US Sec. 523): Indebtedness resulting from non-repayment of Student educational benefits or stipends funded in whole or in part by a governmental unit or nonprofit institution will not ordinarily be discharged in the event of bankruptcy.

Employment Obligation

- Upon graduation from the degree program, Students are required to fulfill an employment obligation for monetary support received. The required lengths of time for each degree program are outlined in [Table 1](#).
- Students must secure employment within one year of graduation
 - in a position at least at a level commensurate to the degree received and engaged in direct service and/or administrative tasks
 - at a Qualifying Agency. A Qualifying Agency is a public agency that receives Title IV-E funding and provides child welfare services to IV-E children and families in California. Examples of Qualifying Agencies are county public child welfare agencies, Tribal agencies providing child welfare services, and California Department of Social Services Adoptions Unit.
 - *For Native American/American Indian Students.* Native American/American Indian Students may complete employment obligation at a reservation/Tribal agency providing child welfare services in another State.
 - Click [here](#) for a county list with qualifying BASW and MSW employment obligation qualifying job titles. This list is meant for general reference and is not meant to be exhaustive. Students are responsible for securing qualifying employment, including positions that may not be represented on this list.
- Schools are expected to provide job search support to Students as needed. Students may contact their School's CaISWEC Title IV-E Project Coordinator for support.
- Students must maintain satisfactory documentation of a comprehensive employment search during the entire search period. Please create a copy of [this Employment Search Log](#) to document the following details of each job to which you apply.
 - Agency name; job title; application date; method of application submission; agency contact person (telephone number, email address)
 - Interview/exam dates and outcomes
 - Copies of written and/or electronic correspondence are necessary as supporting documentation.Share the Employment Search Log spreadsheet with your Project Coordinator.
- If a Student does not obtain qualifying employment within one year, Student may use the [Student/Graduate Petition](#) process to request additional time to obtain qualifying employment.
- *Employment Verification.* All Students must complete an **Employment Verification Form (EVF)** within 31 days of any new qualifying employment start date.
 - Upon graduation, a link to the EVF will be emailed to the Student every six weeks until the EVF process is complete.
 - The Student should complete the EVF and upload verification documents as outlined.
 - Upon Student submission of the EVF and supporting documents, the School must approve or deny the EVF.
 - If approved, the Student will receive an approval notification email.
 - If denied, the Student will receive a denial notification email with instructions to resubmit the EVF.

- *For Students who are current employees of a Qualifying Agency and who have received a letter of support from that agency.* Student agrees to return to that agency immediately after program completion and render continuous and satisfactory full-time equivalent employment in a position in child welfare services *at least at a level appropriate for the degree received.* For Students whose previous position was not at least at a level appropriate for the degree received, credit toward employment obligation completion will begin once s/he begins a position at least at a level appropriate for the degree received.
- *For Title IV-E BASW Students who directly enter a Title IV-E MSW program.*
 - The BASW employment obligation may be completed after Student completes the Title IV-E MSW program.
 - If more than one School is involved,
 - both Schools must be notified and agree to to the delayed BASW employment obligation, and
 - each School is responsible for tracking the employment obligation associated with that School.
 - BASW employment obligation must be completed prior to MSW employment obligation.
- *For Title IV-E Pathway BASW Students who directly enter a Title IV-E Pathway MSW program.* Student may fulfill their Pathway BASW employment obligation concurrently with participating in the MSW degree program. All other part-time employment obligation terms and conditions apply.
- *Early Hiring Policy.* In the event that a full-time Student receives a qualifying employment offer with a start date prior to the Student's graduation date,
 - Prior to starting employment, Students must notify School of the days/hours s/he anticipates will be spent in employment. School will calculate stipend deductions/refunds on a per diem basis. Per diem amount may be calculated by dividing the total stipend amount by the total number of school days in the program.
 - Any stipend funds scheduled to be received when Student is in School AND employed will be deducted from the Student's total stipend amount on a per diem basis.
 - If full stipend funds already have been paid to the Student, s/he must refund any stipend funds paid during the period of pre-graduation employment to School on a per diem basis.
 - In most cases, Students are required to complete the degree program prior to beginning the employment obligation.
- *Overtime.* Overtime cannot be counted toward time to complete employment obligation.
- *Temporary Leave from Employment.* If medical, parental, and/or other extended leave of absence that is not part of the employer's routine vacation/sick leave benefits is approved and granted by the employment obligation agency, the leave time may not be included in time toward employment obligation completion. This type of leave will extend the employment obligation by the same number of days as leave taken. Students must notify the School of the duration and description of the leave. CaISWEC will use this information to re-calculate the Student's expected employment obligation completion date. Routine absences taken as paid sick leave or paid vacation may be included in time toward employment obligation completion.

- **Employment Completion.** To obtain full or partial credit towards employment obligation fulfillment, Students must complete the **Employment Completion Form (ECF)** within 31 calendar days of any of the following circumstances.
 - Completing employment obligation. Students will automatically receive a link to the ECF at the projected end of the employment obligation period.
 - Voluntarily leaving a position and/or the agency prior to completing employment obligation. Students must notify School of reason for leaving and employment end date, and request a link to the ECF.
 - Transferring to another position prior to completing employment obligation. Students must notify School of reason for change and employment end date, and request a link to the ECF.
 - Termination or layoff prior to completing employment obligation. Students must notify School of reason for termination and employment end date, and request a link to the ECF.

Monetary Repayment

Students are expected to stay in contact with their School to make arrangements for and complete monetary repayment, if needed. Eligible reasons for monetary repayment include the following.

- Student does not complete the School portion of the Title IV-E program and/or degree program (i.e., withdraws or is terminated)
- Student does not obtain a qualifying position for employment obligation
- Student is terminated from employment obligation position (not due to reasons outside Student's control) (For reasons that are outside of the Student's control, see the [Student/Graduate Petition Process section](#).)

The monetary repayment process includes the following.

- The Student must notify their School as soon as there is any deviation from the normative expectations of the program.
- If monetary repayment is required, the Student and the School must work together to establish a Monetary Repayment Agreement (MRA) and complete the MRA form.
 - Student and School may renegotiate terms of the Monetary Repayment Agreement as necessary. A new MRA form must be completed for each renegotiation.
 - The School will complete the MRA form online after review with the Student. All parties will receive electronic copies of the MRA form.
- The Student, School, and CaISWEC Central may use the [Student/Graduate Petition](#) process to determine whether the Student is exempt from a duty to make monetary repayment or may qualify for delay of monetary repayment.
- Collection activities by the School or designee shall be ongoing until such time as funds are repaid in full or until such time as further collection efforts are prohibited by law.
- If a repayment plan is not established or if, at any time, Student in monetary repayment stops making payments and becomes unresponsive, School shall make and document reasonable collection efforts, which may include the following actions.
 - Collections. The School may contract with an external collection agency to recoup outstanding monetary repayments from Students who are out of compliance with Student contractual obligations.

- Tax Intercept. In the event collection cannot be made by the usual collections process, the university may implement the [Interagency Intercept Collections \(IIC\) process](#) from the State of California Franchise Tax Board.
- Reporting. The School may report delinquent repayment status to the IRS and available credit bureaus.
- Student Records
 - Effective January 1, 2020, per Assembly Bill 1313, Schools shall not do any of the following:
 - Refuse to provide a transcript to a current or former student on the grounds that the student owes a debt to the University;
 - Refuse to provide a transcript unless the student pays the outstanding debt first;
 - Campuses may continue to assess the normal fee for issuing a transcript.
 - Charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request, because a student owes a debt to the University; and
 - Use transcript issuance as a tool for debt collection.
 - The AB1313 regulations specified that the provision of grades and diplomas may be withheld from a student in order to collect a debt.

Student/Graduate Petition Process

Students and/or graduates may engage in the petition process to be granted exceptions to normative completion of the Title IV-E program.

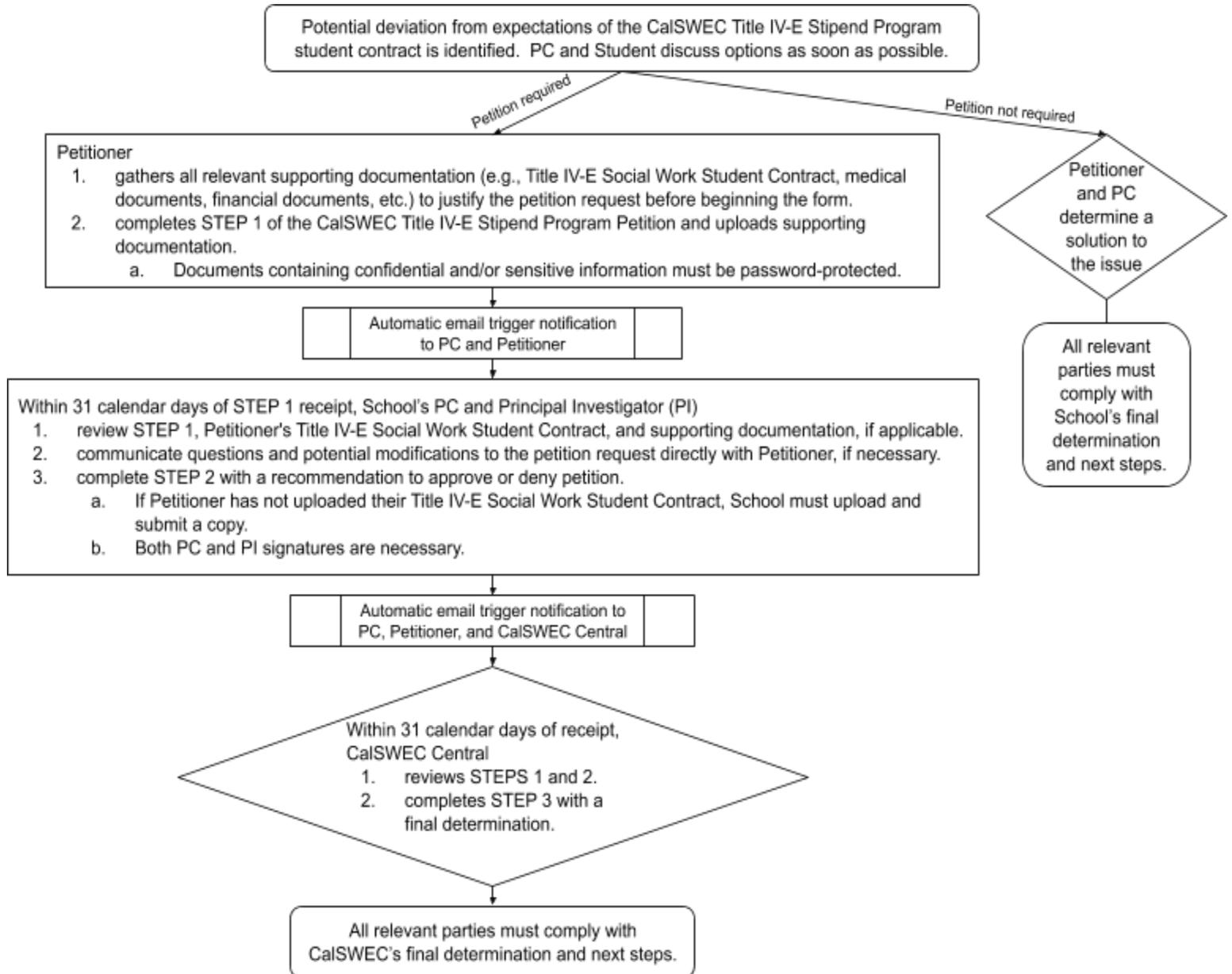
Per 45 CFR Sec. 235.63 (b) (1): *Employees in full-time, long-term training make a commitment to work in the agency for a period of time equal to the period for which financial assistance is granted. A State agency may exempt an employee from fulfilling this commitment only if failure to continue in employment is due to death, disability, employment in a financial assistance program in a public assistance agency in another State, or other emergent circumstances determined by the single State agency head to be valid for exemption*

Reasons for filing a petition include the following:

- For Students who have not completed the degree portion of the Program
 - Requesting reinstatement into the Title IV-E program (for Students who withdrew, were terminated, or were placed on probation from the Title IV-E program while in School)
 - Requesting temporary leave from school
- For Students who have completed the degree portion, but not the employment obligation requirement
 - Requesting extension of job search period
 - Requesting delay in beginning employment obligation
 - Requesting delay in completing employment obligation
 - Requesting release from employment obligation and monetary repayment
- For any Student, regardless of status in program or School
 - Requesting delay in beginning monetary repayment
 - Requesting a pause in monetary repayment
 - Requesting release from monetary repayment

Students must meet with the Project Coordinator to discuss the issues pertaining to the petition. Often the Student and Project Coordinator will find that a petition is not necessary. However, if any of the above reasons pertain, the Project Coordinator will provide the student with a link to the petition form.

Petition Process



4. Participant Data

CaISWEC Student Information System (CSIS)

The following Student information will be disclosed to CaISWEC and stored in the CaISWEC Student Information System (CSIS) database.

- Demographic and contact information
- Field placement information
- Graduation, employment obligation, and monetary repayment information

Individual Student data is aggregated to create reports for compliance, evaluation, and program improvement.

CSIS data may be used to contact Students for

- employment obligation and/or monetary repayment tracking purposes
- reasonable evaluation activities
- reasonable alumni relations activities

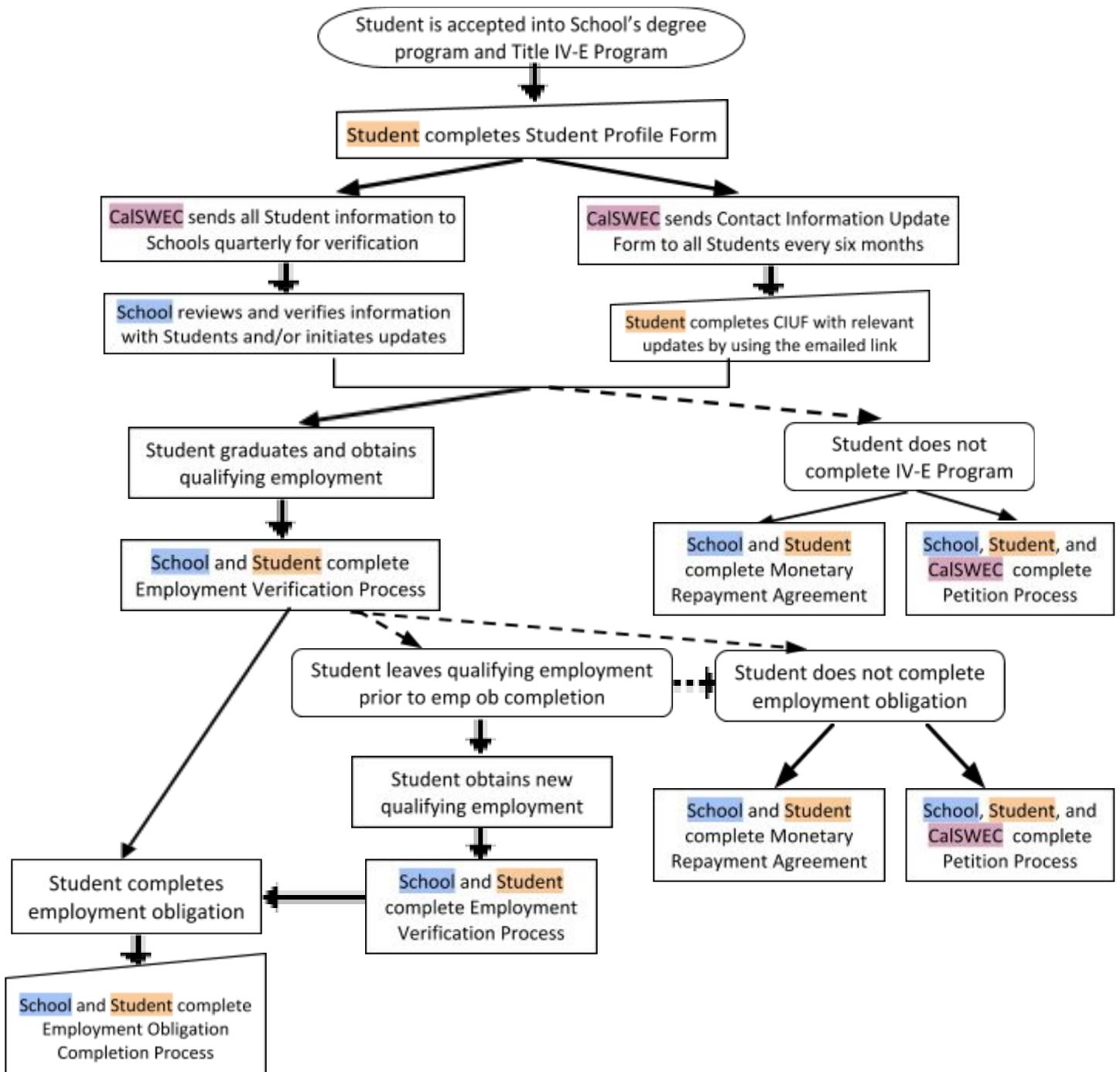
Students must provide updated contact information for a minimum of five years following their graduation and/or separation from the Title IV-E program.

Students are encouraged to maintain files of all program related documents and completed forms for their own records.

Participant Data Collection Processes

This is a general overview of all CaISWEC participant data forms and processes. All Students must adhere to this process. Students who participate in multiple IV-E programs (BASW, MSW, Pathway) must adhere to this process with each new enrollment.

- Legend**
- School = Action required by School representative
 - Student = Action required by Student
 - CaISWEC = Action required by CaISWEC Central representative



Forms

1. Student Profile Form (SPF)

School will provide SPF link for Students to complete. *SPFs are due within 31 calendar days of enrollment in a CaISWEC Title IV-E program or by the last Monday in September (whichever is sooner).*

The SPF is used to create a Student record, by degree program, in CSIS and collect the following information:

- Contact information
- Demographic information
- Language (other than English) ability
- Citizenship status
- Previous education and work experience
- Current enrollment information
- Emergency contact information

Click [here](#) to watch a brief tutorial on the SPF (*approximate running time: 1.5 minutes*).

2. Contact Information Update Form (CIUF)

A personalized, static link will be emailed to Students every six months. Students must utilize the link to provide updates to the following information *as soon as possible*. Students must provide updated contact information *for a minimum of five years* following their graduation and/or separation from the Title IV-E program.

- Name
- Email address
- Phone number
- Mailing Address
- Permanent Address

3. Employment Verification Form (EVF)

A personalized link will be emailed to Students with relevant changes to status. Students must complete the EVF and upload verification documents *within 31 calendar days of employment obligation start date*. In most cases, employment obligation start date must be on or later than graduation date.

The EVF is used to update a Student record with each new qualifying employment, and includes the following:

- Contact information
- Demographic information
- Language (other than English) ability
- Citizenship status
- Employment information

A PDF of the job description must be uploaded with EVF and include the following:

- Position title
- Agency name
- Department name
- Key responsibilities

PDF of a verification letter on agency letterhead must be uploaded with EVF and include the following:

- Position title
- Employment start date
- Hours per week / FTE
- Name of agency signatory
- Title of agency signatory
- Signature of agency signatory
- Date of signature

Click [here](#) to watch a brief tutorial on the EVF (*approximate running time: 16 minutes*).

4. *Employment Completion Form (ECF)*

To obtain full or partial credit towards employment obligation fulfillment, Students must complete ECF within 31 calendar days of any of the following conditions.

- Completing employment obligation. Students will automatically receive a link to the ECF at the projected end of the employment obligation period.
- Voluntarily leaving a position and/or the agency prior to completing employment obligation. Students must notify School of reason for leaving and employment end date, and request a link to the ECF.
- Transferring to another position prior to completing employment obligation. Students must notify School of reason for change and employment end date, and request a link to the ECF.
- Termination or layoff prior to completing employment obligation. Students must notify School of reason for termination and employment end date, and request a link to the ECF.

The ECF is used to update a Student record with partial or full employment obligation credit for time worked at corresponding EVF verified employment, and includes the following:

- Contact information
- Demographic information
- Language (other than English) ability
- Citizenship status
- Employment start/end dates, leaves of absence dates

A PDF of completion letter on agency letterhead must be uploaded with ECF and include the following.

- Position title
- Employment start date
- Hours per week / FTE
- Employment end date or indication of continued employment
- Indication of termination or layoff, if applicable
- Name of agency signatory
- Title of agency signatory
- Signature of agency signatory
- Date of signature

Click [here](#) to watch a brief tutorial on the ECF (*approximate running time: 9.5 minutes*).

Student Evaluation Surveys

As part of the Student Contract, Students must complete the following surveys as part of CalSWEC Title IV-E Program participation. Please see below for information and dates of the surveys and check your email accordingly.

Survey Title	Dates of Release	Complete By Date
Baseline	Mid October of first year in program	End of November
New Graduate	July 1st of graduation year	End of July
Employment Obligation	July 1st of first year of employment obligation	End of July
Career Path I	July 1st of the year employment obligation is completed	End of July
Career Path II	July 1st of their fourth year of employment	End of July