

## Eligibility Requirements

### **EESP APPLICATION** Eligibility:

This application is **ONLY** for current DCFS employees who qualify to receive funding for tuition assistance to complete an MSW program at Grambling, LSU, and SUNO. At this time, employees can only receive funding to attend one of these three programs. Employees cannot receive funding towards any private or out of State universities due to Federal and State Title IV-E rules.

**Note:** Each university has slightly different eligibility requirements specific to courses required prior to or concurrent with the internship placement. Students should contact the University Coordinator of the program they plan to register for. Students will apply for funding concurrently with, or prior to, applying for funding through the Title IV-E program. To be eligible for funding, the following criteria must be met and appropriate documentation provided:

1. Evidence of commitment to staying in child welfare post MSW;
2. Level of experience with preference given to supervisory staff and former Title IV-E scholars; and
3. Location of applicants (we try our best to ensure that individuals from all regions have equal chance of being selected).

Applications are screened by NSU Statewide staff and decisions are made by the appropriate University Coordinator and the Title IV-E Program Manager or other designated staff. Employees who are former Title IV-E scholars must have at least 2 years of successful employment with DCFS and must have successfully completed all previous contractual agreements related to Student Scholar Funding. Employees who were not former Title IV-E scholars must have at least 4 years of successful employment with DCFS.

Upon completing the application, the following items must be submitted by email to [childwelfare@nsula.edu](mailto:childwelfare@nsula.edu):

1. A cover letter with a narrative supporting your request for educational support and commitment to working in child welfare;
2. A current acceptance letter from GSU, LSU, or SUNO's MSW Program. If you are not already enrolled, please include a brief letter describing your enrollment intentions and status (the acceptance letter can be sent at a later time);
3. A copy of a current and up to date resume or SF-10 form detailing length of service in child welfare positions.
4. PES evaluations for the last 2-3 years scanned as one PDF file (or 2 years if applying as BSW with advanced standing and only two years of child welfare employment);
5. Undergraduate transcript where applicants received their degree, and transcript of any graduate coursework already taken (unofficial copies only).

During the application process, employees will provide the name and email address of their direct supervisor and their regional Area Director. These individuals will receive an email from the system prompting these individuals to provide approval and support of the employee's participation to receive funding. Employees who have a copy of a letter of recommendation that was previously required may submit these at this time, however these will be phased out after August of 2023. Employees who are approved are eligible to receive educational leave pursuant to current DCFS/Civil Service rules. Please discuss this with your supervisor before applying.