

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

MEMORANDUM

TO: CHILDREN'S DIVISION STAFF

FROM: JOAN ROGERS, INTERIM DIRECTOR

SUBJECT: PART-TIME MASTER OF SOCIAL WORK TITLE IV-E PROGRAM

The Children's Division continues to remain committed to the pursuit of professional growth and excellence, and we are excited to announce that our current cohort is on pace to graduate on schedule. As such, we are beginning another part-time Title IV-E funded MSW educational program cohort to begin during the fall 2021 semester.

We realize there are inherent challenges associated with working and balancing full-time professional and personal life with a part-time graduate education. We are committed to supporting selected staff, advocating for their academic work to be both meaningful and purposeful for their future, and providing flexibility and provisions for trade-offs along the journey.

The Division will continue to collaborate with four public universities: University of Missouri Kansas City, University of Missouri Columbia, University of Missouri St. Louis and Missouri State University. These programs are funded by both Federal Title IV-E and State funds.

Part-Time Master of Social Work Title IV-E Program

All Children's Division employees with two years of experience, by the start of the fall 2021 semester, are encouraged to apply. Children's Division Workers IIs/IVs, Supervisors and Managers will receive preference in the candidate selection process as this supports organizational efforts to maintain Council on Accreditation (COA) standards in key leadership positions. Additional preference will be given to those who possess a Bachelor's of Social Work degree and are eligible for an advanced standing program.

Selected employees will remain employed full-time while attending classes, either in person or on-line, on a part-time basis. The part-time MSW program provides payment for tuition, books, and course related fees, for a maximum of four (4) years. Each student selected will be required to make a commitment to work for the Division after graduation, one year for every academic year attended. Required courses and class schedules are available on the website of each university, listed under *University Application*.

University Application Process:

1. Choose a university and apply directly to their Master of Social Work program.

Each university has unique admission processes and deadlines, though most programs have a January deadline for application

- University of Missouri, Columbia (MU) - <https://ssw.missouri.edu/academics/apply-to-the-msw-program/>
- University of Missouri, Kansas City (UMKC) - <https://cas.umkc.edu/socialwork/become-a-student/apply/>
- University of Missouri, St. Louis (UMSL) - <https://www.umsl.edu/socialwork/Apply/apply-MSW.html>
- Missouri State University, Springfield (MSU)- <https://socialworkcas2021.liaisoncas.com/applicant-ux/#/login>

Children's Division Application Process:

1. Complete the Children's Division application [attached](#) to this memo including the following:
 - Current resume
 - Three letters of reference
 - Signed release of Information for the Children's Division designee and School's to verify acceptance into the MSW Program.
2. Return the CD application by **March 1, 2021** to Christopher.r.kimsey@dss.mo.gov
3. Upon acceptance for admission by the University and recommendations from all levels of supervision, the Children's Division Central Office representatives will conduct interviews, and/or Children's Division Regional Liaisons (listed below).
4. Upon completion of the interview, the interview team will make recommendations for final approval to the Children's Division Director and you will be notified of your status.
5. Staff accepted into the program will be required to sign an agreement/contract with the Children's Division which outlines the benefits and conditions.
6. Staff will be expected to maintain employment with the Children's Division post-graduation, or will be expected to pay the calculated, prorated cost of their education, in full, at the time of departure.

For more information contact your *Children's Division Regional Liaisons*:

North: Jennifer Chism Jennifer.Chism@dss.mo.gov
Southwest: Shawn Boyd Shawn.H.Boyd@dss.mo.gov
Southeast: Craig Reed Craig.E.Reed@dss.mo.gov
St. Louis: Phelicia McKenzie Phelicia.McKenzie@dss.mo.gov
Kansas City: Megan Fisher Megan.Fisher@dss.mo.gov

JR:CK