

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

## M E M O R A N D U M

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 remains steadfast in our commitment to support the professional growth of our workforce. I am enthusiastic to announce we have opened the application process for the Title IV-E funded Master of Social Work (MSW) cohort for the fall 2022 semester. This is an incredible opportunity for individuals interested in furthering their education and leadership skills.

The Title IV-E program does not come without challenges. Title IV-E recipients must have the skill to balance their full-time job, families duties, and graduate school. Divisional leadership understands the challenges associated with this undertaking and we are committed to providing flexibility to selected staff. Recipients are granted up to six hours of weekly leave to aid in their pursuit of this degree.

The Children's Division works in partnership with the following schools: 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 2022 semester, are eligible to apply. Social Service Specialists IIIs/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/areas-of-study/social-work/admissions.html>
- University of Missouri, St. Louis (UMSL) -<https://www.umsl.edu/socialwork/Apply/apply-MSW.html>
- Missouri State University, Springfield (MSU)- <https://www.missouristate.edu/SWK/Graduate/Apply.htm>

**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, 2022** to [Mason.A.Blair@dss.mo.gov](mailto:Mason.A.Blair@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](mailto:Jennifer.Chism@dss.mo.gov)  
Southwest: Shawn Boyd [Shawn.H.Boyd@dss.mo.gov](mailto:Shawn.H.Boyd@dss.mo.gov)  
Southeast: Craig Reed [Craig.E.Reed@dss.mo.gov](mailto:Craig.E.Reed@dss.mo.gov)  
St. Louis: Phoelica McKenzie [Phoelica.McKenzie@dss.mo.gov](mailto:Phoelica.McKenzie@dss.mo.gov)  
Kansas City: Megan Fisher [Megan.Fisher@dss.mo.gov](mailto:Megan.Fisher@dss.mo.gov)

JR:MB

**Children's Division  
Part-Time Master of Social Work IV-E Program**

Date: \_\_\_\_\_

Name \_\_\_\_\_

Job Classification: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Circuit/County: \_\_\_\_\_

Working address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone : \_\_\_\_\_

Bachelor's Degree: \_\_\_\_\_ Year obtained: \_\_\_\_\_ University: \_\_\_\_\_

Are you eligible for advanced standing:  yes  no

Which University are you considering?

- University of Missouri, Columbia (MU)
- University of Missouri, Kansas City (UMKC)
- University of Missouri, St. Louis (UMSL)
- Missouri State University, Springfield (MSU)

1. Briefly describe why you are interested in pursuing a Master of Social Work degree.
  
  
  
  
  
  
  
  
  
  
2. Briefly describe how an MSW degree will improve your work with families and children served by the Division.
  
  
  
  
  
  
  
  
  
  
3. If accepted into the MSW IV-E program, what do you think will be the most difficult part for you?

**Children's Division**  
**Part-Time Master of Social Work IV-E Program**

Direct Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicable)

Regional Directors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State office applicants only:

Deputy Directors Signature: \_\_\_\_\_ Date: \_\_\_\_\_