

Chapter 4

Recruitment and Selection of Students

Chapter 4

RECRUITMENT AND SELECTION OF STUDENT PARTICIPANTS

Contents

- I. **Recruitment and Standardized Selection Policy**
- II. **Suggested Recruitment - Selection Process**
- III. **Recruitment, Application, Orientation, Screening, and Selection Processes for 2002-2003 Pilot Program**

University of Akron Documents:

- *Student Recruitment Letter*
- *Recruitment Letter Enclosure - Explanation of CWWPEP*
- *Recruitment Letter Enclosure - Explanation of Scholarship Escrow*

Account

- *Recruitment Letter Enclosure - Student Application*
- *Student Orientation Meeting Agenda*
- *Student Orientation Attendance Thank You Letter*
- *Sample Approval Letter*
- *Sample Denial Letter*
- *Student Release of Information*
- *Memo to Students on Drug Testing*

- IV. **Recruitment, Application, Orientation, Screening, and Selection Processes for 2003-2004 Program**

OSU Documents

- *CWWPEP Student Recruitment Flyer*
- *CWWPEP Explanation of CWWPEP*
- *Application for CWWPEP*
- *Sample Approval Letters #1 and #2*
- *Sample Denial Letters #1 and #2*

Chapter 4

RECRUITMENT AND SELECTION OF STUDENTS

Recruitment and Standardized Selection Policies

Universities participating in CWWPEP are required to adopt and maintain a standardized process to admit students to the program. All students must have first met the admission requirements of the university to which they applied and must also have been admitted to the school or department of social work.

Admission criteria for the required child welfare course sequence must be standardized across all schools, particularly if financial assistance in the form of tuition, books, or cash subsidies for students are provided.

The university must develop a uniform selection process, required by Title IV-E regulations, to determine each student's eligibility to meet the prerequisite qualifications for program admittance.

Each student selected for participation in the CWWPEP must sign a contract with the university.

Suggested Recruitment and Selection Process

1. Develop a student CWWPEP application packet and screening process and select a screening committee
2. Market the CWWPEP to students by using methods such as flyers, letters, phone calls, and individual or group conferences with prospective students
3. Hold an orientation to CWWPEP meeting with interested students; explain the program and distribute application packets; set a date for submission of applications
4. As applications are submitted, set up individual student interviews for screening
5. Screening committee conducts individual student interviews and makes recommendations to final selection authority
6. Final selection authority determines those students selected or not selected and sends notification letters
7. Selected students sign a CWWPEP contract with the university

The University of Akron's Recruitment, Application, Orientation, Screening, and Selection Processes for 2002-2003 Pilot Program

- June 3, 2002 Director of the school of social work sent information packets to all students potentially eligible for the pilot
- July 2 Orientation meeting held for interested students
- July 12 Student applications due
- July 15-19 Selection committee reviewed applications
- July 15 Selection committee scheduled tours of agencies and shadowing experiences for applicants
- July 23-26 Selection committee reviewed all application criteria and made recommendations to the director of the school of social work
- July 29 School of social work director made final determination of students' eligibility
- July 30 School of social work director sent letters of approval or denial to students

The student selection criteria for the University of Akron pilot included:

1. Student was scheduled to graduate in spring or summer 2003
2. Student was eligible to begin field placement in fall 2002 or spring 2003
3. Student submitted complete application by deadline
4. Student successfully completed the tour or shadowing experience at PCSA

In determining a student's eligibility, the selection committee considered the following:

1. Student's application and essay
2. Student's participation in PCSA tour or shadowing experience
3. Student's references

U of A Document
Recruitment Letter

June 4, 2002

Dear Social Work Student:

I am writing to tell you about an exciting opportunity available to you during the 2002-2003 academic year. The University of Akron School of Social Work is one of three state universities implementing a pilot of the "Child Welfare Workforce Professional Education Program," (CWWPEP). This program provides social work students with a unique chance to explore the challenging and exciting field of child welfare practice.

Students who participate in the program will receive one full year tuition and fees in exchange for agreeing to become employed in a public child welfare agency for one year.

The program includes courses and field education designed to prepare you for practice in child welfare and will provide additional academic and social supports intended to assist in the transfer of learning from the classroom to the field.

Enclosed in this packet are materials describing the program, the screening and application process and the contract responsibilities for students and the School. The School of Social Work is offering an open meeting for all interested students on July 2 at _____ p.m. The meeting will be held at _____ and faculty and staff will be on hand to answer questions.

If you plan to attend, please RSVP to Mary Lou Simon at 330-972-_____.

I hope you will take time to review the enclosed information and considering this exciting opportunity.

Sincerely,

Dr. Virginia Fitch
Director, School of Social Work

U of A Document
Recruitment Letter Enclosure--Explanation of CWWPEP

Program Description

Overview

The Child Welfare Workforce Professional Education Program (CWWPEP) provides an opportunity for social work students to become involved in a challenging and rewarding field of social work: Professional Child Welfare. Federal tuition scholarships are available for students who are willing to commit to working in a public children service agency upon graduation from the Social Work program. The University of Akron School of Social work in conjunction with the state-wide University Partnership is implementing a pilot of the CWWPEP beginning Fall 2002. The University of Akron is one of three state universities in Ohio offering pilot programs in 2002-2003.

History

In the mid-1990's, a group of public and private universities came together with the Ohio Department of Job and Family Services, local County Children Service Agencies and the Institute for Human Services, to develop a proposal. The proposal described a program to educate students interested in the practice of child welfare and prepare them for jobs in county Children Service Agencies. The proposed preparation experiences were based on a series of competencies (knowledge and skill groups) considered to be fundamental to the practice of child welfare. This unprecedented "University Partnership" was successful in establishing a plan which formed the foundation of the CWWPEP. Forty other states have established similar programs and thousands of social workers have found rewarding careers in child welfare as a result of this educational opportunity.

Goals

Our goals for the CWWPEP include a desire to reduce staff turnover in public Children Service Agencies, maximize the resources currently spent on training and development of staff in Children Service Agencies, and create career ladders and on-going professional development for children service staff.

For the 2002-2003 pilot, our goals include establishing courses and field placements specifically designed to yield measurable skill and knowledge outcomes – outcomes which will enable graduates to "hit the ground running" upon employment at a public Children Service Agency. Additionally, the pilot will test run the working relationships between the University and local participating agencies.

In addition, the pilot program seeks to create a learning opportunity which is seamless for students; one which allows for the smooth transfer of learning from the classroom to the field and back. The program will include the necessary supports, both academic and social, to allow participating students to develop into child welfare professionals.

Schedule

The Pilot program will begin in the Fall semester, 2002. Students will take one, three-credit specialized child welfare elective in Fall semester and one in Spring semester. Students will begin their field in Fall, 2002 or Spring, 2003 and be scheduled to graduate in Spring 2003 or Summer, 2003.

Roles and Responsibilities

The Child Welfare Workforce Professional Education Program (CWWPEP) is a collaboration between public universities, agencies and students. Each member of the collaboration has its own set of responsibilities necessary for the program's success. The following represents those responsibilities as defined, to date, for the Pilot.

The University of Akron School of Social Work Shall:

1. Offer two child welfare courses focused exclusively on the fundamentals of practice in child welfare. The courses are standardized with other universities offering the pilot.
2. Coordinate standardized field experiences for participants at local county Children Service Agencies (CSA). The field placement experiences are standardized with other universities offering the pilot program.
3. Establish strong working relationships with representatives at local participating CSA's in order to:
 - A. Ensure quality field education experiences.
 - B. Train and mentor field supervisors.
 - C. Assist in securing employment for graduating program participants.
4. Provide transfer of learning expert supports for students and CSA's.

Agency Shall:

1. Provide students with challenging field education opportunities based on standardized field education curriculum.
2. Provide skilled field education supervisors to work with students and University Coordinator and work in partnership with University Coordinator to facilitate transfer of learning.
3. Participate on student selection committee.
4. Employ students upon successful completion of the program and graduation.

Student Shall:

5. Actively participate in pilot course and field education offerings.
6. Sign "Missionary Agreement" contract.
7. Become prepared for work in a public children service agency.

U of A Document
Recruitment Letter Enclosure - Explanation of Scholarship
Escrow Account

Scholarship Escrow Information Sheet

For the Child Welfare Workforce Professional Education Program (CWWPEP) 2002-2003 pilot year, each student participating in the CWWPEP must sign a "Missionary Agreement" or "contract" detailing the exchange of scholarship funds for a commitment to work in a public Children Service Agency for one year following graduation. The scholarship funds will cover the equivalent of all tuition and fees for a student's senior year.

The Ohio Department of Human Services will disperse the tuition funds to the University of Akron which will maintain the funds in escrow until the student successfully completes the program. Successful completion of the program is defined as:

1. Successful completion of the child welfare courses.
2. Successful completion of field education experience at a public children service agency.
3. Graduation in Spring, 2003 or Summer, 2003.
4. Employment at a public children service agency.

Upon completing the items listed above, the University will disperse to the student the escrowed funds to cover all tuition and fees for the student's senior year.

The Missionary Agreement further details this issue.

Impact of the Escrow on Financial Aid

The University of Akron Financial Aid department has determined that involvement in and successful completion of the CWWPEP will have no impact on a student's ability to receive financial aid. The scholarship funds will be distributed to students who graduate and become employed at a public children service agency. As a result, the total potential scholarship funds are not figured into a student's eligibility and application for financial aid.

U of A Document
Recruitment Letter Enclosure - Student Application

Student Application for CWWPEP

Submission Deadline: July 12, 2002

Eligibility for participation in Pilot Program is contingent upon:

1. Student must be Social Work major.
2. Student must begin field placement in Fall, 2002 or Spring 2003.
3. Student will graduate in Spring, 2003 or Summer 2003.
4. Student signs Missionary Agreement contract exchanging tuition scholarship for work commitment.

Application:

1. Name: _____

SSN: _____ Date of Birth: _____

2. Permanent Address: _____

Phone: _____ E-mail: _____

3. Present Address: _____

Phone: _____ E-mail: _____

4. High School Attended: _____ Grad. Date: _____

5. Other Colleges Attended:

Name	Dates	Degree	Major
_____	_____	_____	_____
_____	_____	_____	_____

6. Work History During Past 2 Years:

Employer Name	Position	Dates
<hr/>		
<hr/>		

7. Volunteer and Community Work During Past 2 Years

Organization	Activities	Dates
<hr/>		
<hr/>		

8. Health Information

Rate your general health: Excellent_____ Good_____ Fair_____ Poor_____

9. Do you have any emotional or physical difficulties which require special arrangements?

No_____ Yes_____ (please explain)

10. I will have taken all prerequisites required for field and be prepared to take field in Fall , 2002 or Spring semester, 2003.

Yes_____ No_____

11. I will be eligible to begin field in: (check one)

Fall, 2002 _____ Spring, 2003 _____

12. I will have taken all necessary credits for graduation in Summer, 2003.

Yes_____ No_____

13. My current grade point average is: _____

14. On an attached sheet, please write a brief essay describing the following:

- Describe events or activities in your life which demonstrate your willingness and ability to make and follow-through on commitments.
- Why are you interested in the Child Welfare Workforce Professional Education Program?
- Provide a description of the expertise, background or skills you bring to this practice area.
- Provide any other information you think might assist in the selection process.

15. **References:**

Please include with this application two letters from individuals who can provide character or professional references.

I have read and I understand the following documents (please check mark the items):

1. Scholarship Escrow Information Sheet _____
2. Student "Missionary Agreement" Contract _____
3. Program Roles and Responsibilities _____

All of the information contained herein is correct to the best of my knowledge.

Signature

Date

If you have questions regarding this form or any other aspect of the application/screening process, please call Becky Susany at 330-963-4745.

Please mail or deliver this application package to Dr. Fitch by **July 12, 2002:**

Dr. Virginia Fitch, Director
School of Social Work
The University of Akron
The Polsky Building, Suite 411
Akron, Ohio 44325-8001

U of A Document
Student Orientation Meeting Agenda

AGENDA

- Introductions and Welcome
- History of the University Partnership
- So, What's a Pilot Anyway?
- Pilot Program Description and Components
- Missionary Agreement
- How the Scholarship Works
- Application Process and Time Line
- Q and A

U of A Document
Student Orientation Attendance Thank You Letter

Dear

Thank you for attending the Child Welfare Workforce Professional Education Program Informational Meeting on _____. We are please that you are interested in a career in public child welfare. Prior to submitting your application, you are required to complete a “shadowing” experience with a trained social worker. Please contact _____ at _____ to schedule this upon receipt of this letter. She has your name and is expecting your call.

If there are any questions or concerns you may contact me at 330-972-2505 or at aporter616@aol.com.

Sincerely,

Andrea Goodloe Porter
Campus Coordinator CWWPEP

U of A Document
Sample Approval Letter

July 30, 2002

Dear Catherine:

On behalf of the University of Akron, I am pleased to inform you that you have been accepted into the 2002-2003 Child Welfare Workforce Professional Education Program (CWWPEP)!

You will be receiving a call from Ms. Andrea Porter, our University Coordinator for the CWWPEP. Ms. Porter is an expert in the field of child welfare practice and administration and we are very excited to have her leading our team. Ms. Porter will be contacting you in the next two weeks to discuss program start-up issues and other details including a possible orientation meeting.

Thank you for your interest and commitment to the CWWPEP. We look forward to getting started.

Very truly yours,

Dr. Virginia Fitch, Director
School of Social Work

Cc: Andrea Porter
Rebecca Susany

U of A Document
Sample Denial Letter

July 30, 2002

Dear Howard:

Thank you for submitting an application for the 2002-2003 Child Welfare Workforce Professional Education Program. On behalf of the School of Social Work, I am sorry to inform you that you were not accepted into the program. We appreciate your interest and wish you good luck in your future endeavors.

Very truly yours,

Dr. Virginia Fitch, Director
School of Social Work

U of A Document
Student Release of Information

U of A Document
Memo to Students on Drug Testing

	University of Akron School of Social Work
--	--

Memo

To: Child Welfare Workforce Professional Education Program Participants

From: Dr. Virginia Fitch, Director School of Social work

cc: fe

Date: 2/28/03

Re: Criminal Background Checks and Drug Testing

As you know, the “Child Welfare Workforce Professional Education Program,” (CWWPEP) is in a pilot phase. This means that there are many issues which have yet to be fully explored and made into policy. While the program currently has no formal policy on criminal background checks and drug testing, it is prudent at this point to inform you that you will encounter a criminal background check and possibly a mandatory drug test prior to the commencement of your field placement.

All public children service agencies in the state of Ohio are mandated, by law, to conduct criminal background checks of all individuals who are seeking employment or field education experiences. If a felony conviction is found, (some felonies are exempt), the individual must be rejected. It is also important to note that a felony conviction bars individuals from receiving a license to practice social work in our state.

In addition, many agencies have instituted mandatory drug testing prior to employment or the beginning of field education placements. Drug test failure automatically disqualifies an individual from employment or field education.

It is evident that if a student seeking to participate in the CWWPEP has a felony conviction or cannot pass a drug test, it will be difficult, if not impossible for that student to complete a field placement in a public children service agency (which is required by the Federal guidelines governing this program). As a result, even though the CWWPEP does not have a formal policy in place regarding these two issues, it is apparent that students with either of these issues will most certainly not be able to successfully complete the program.

If you believe you will have difficulty with either of these issues, please contact me at once at 330-972-5975. Thank you for your interest in the CWWPEP.

The Ohio State University Campus Coordinator's Recruitment, Application, Orientation, Screening, and Selection Processes for 2003-2004 Program

FALL 2003:

September - December

- Present on CWWPEP at field orientation meeting to incoming MSW I students who will be MSW IIs in the fall of 2004 and eligible for CWWPEP at OSU only
- Email all students about CWWPEP
- Begin compiling list of interested students

WINTER 2004:

January

- Revise, prepare student application
- Revise, prepare program information for interested students
- Create flyer for informational meeting
- Present on CWWPEP at MSW I field orientation meeting

February

- Present on CWWPEP at BSSW field informational meetings
- Generate a list and contact information for interested students
- Meet with field faculty and staff regarding CWWPEP so they can also talk to students about the program
- Give field faculty and agency staff applications and program information to share with students
- E-mail all students about CWWPEP via university list service
- Hold informational meeting for interested students; take attendance
- Disseminate applications in student mailboxes and as E-mail attachments
- Review applications

March

- Screen applications and, if possible, interview all applicants
- Follow-up with students regarding their placement preferences, willingness to transport clients, etc.
- Call and recruit prospective field practicum agencies
- Match students with agencies
- Create CWWPEP acceptance and non-acceptance letters
- Mail letters of acceptance and non-acceptance
- Notify students regarding the field placement process, matching, and interviewing with prospective agencies

SPRING 2004

April - June

- Continue field placement matching process
- Make site visits to prospective agencies
- Send completed field placement paperwork to agencies
- Review expectations of student and agency with both parties

May - June

- Hold informational meetings with students regarding program, field, expectations, contracts, coursework, etc.
- Get student contact information for summer
- Should a student not match with the chosen agency, begin searching for new placement and continue the matching process

OSU Document
CWWPEP Student Recruitment Flyer



Looking for a challenging
yet rewarding internship that pays tuition & fees?

. . . then consider public child welfare!

**Title IV-E Child Welfare Traineeship
Informational Meeting**

Wednesday, February 19th, 3:30 – 5pm
Stillman 115 McMillan Room

Questions?

Contact: Sharon Chun Wetterau, LISW
Title IV-E Coordinator, x83290
chun-wetterau.1@osu.edu

Deadline to turn in Application: Friday, Feb 21st

OSU Document
Explanation of CWWPEP

**An Introduction to the
Title IV-E Child Welfare Traineeship Program/CWWPEP
@ The Ohio State University College of Social Work**

1. How does this traineeship work? The 2002-03 year marks the pilot year of this unique traineeship program where OSU BSSW students (along with University of Akron BSSW students) have spent their senior year specializing in child welfare via their field practicum and elective coursework. Once they earn their BSSW degrees, they have agreed to work for at least one (1) year in a OH public child welfare; once they are successfully hired at such an agency, they will receive tuition and fee reimbursement. (If they do not complete this year, they are required to pay back the reimbursed funds.)
2. What are the benefits of this program?
 - Tuition & fee reimbursement
 - Specialized course work & training in child welfare
 - “Fast-tracking” to full-time employment in child welfare upon graduation
 - Individualized attention & mentoring by OSU Title IV-E coordinator & field instructors
 - Early exposure to the field of child welfare
3. What are the course requirements & responsibilities for me as a student?
 - child welfare courses (SW 695.21 Fall Quarter & SW 695.22 Winter Quarter, both taught by S. Cash, PhD)
 - Bi-weekly child welfare field seminar
 - Field practicum in a public child welfare agency in OH
 - Motivation & enthusiasm to serve vulnerable families from diverse backgrounds
4. Which fees are NOT covered by this stipend? At the time of this writing, health insurance mandated by OSU is NOT covered. (Tuition & fee reimbursement information may change for next year.)
5. How do I apply for this traineeship? Complete an application, including an essay describing your interest in working in child welfare. You will also need to interview with the Title IV-E Coordinator or Field Agency staff following review of the application.
6. Questions? Contact Sharon Chun Wetterau, Title IV-E Coordinator, 614-688-3290 (campus x83290), chun-wetterau.1@osu.edu

OSU Document
Application for CWWPEP

Application for Title IV-E Child Welfare Traineeship

Name: _____

Local Address: _____

Permanent Address: _____

Phone Numbers: Local (Home): _____

Work: _____

Permanent: _____

Work: _____

E-mail: _____

Language(s) Spoken Fluently (other than English): _____

Expected Date of Graduation: _____ Current GPA: _____

Are you currently employed as a Children's Services worker? Yes ___ No ___

If so, which County: _____

If previously employed in this position, when & which County:

List any previous related work or volunteer experience, including name(s) of agency(ies) in which you were employed:

Agency
Employment

Job Title/Responsibilities

Dates of

List any academic awards, publications, etc.

Personal Statement

Please **TYPE** your responses to the following questions (do not exceed 2 pages):

1. What is your understanding of the duties and responsibilities of a public child welfare worker?
2. What is it about child welfare or child protective services that attracts you to this field?
3. What experiences and personal strengths do you bring to this training opportunity?
4. What are your career goals?

Case Vignette

For the following vignette, please provide a typed response not to exceed one (1) page:

The Smith family consists of a mother, father, and three children, the oldest being Eddie, who is 10 years old. A suspected child abuse report alleges that Eddie was severely physically abused because he got bad grades on his report card. When you get to the home, his mother tells you that her husband beats Eddie, but she can't say anything because she is afraid of him. You had done a criminal records check and found out that he was convicted of an assault charge related to domestic violence two (2) years ago.

As a public child welfare worker, what would be your goal here? Tell us three (3) things you would do to address your goal.

Application Deadline: Friday, 2/21/03

Return completed application to Sharon Chun Wetterau, Title IV-E Coordinator, OSU College of SW, 203-D Stillman Hall, 1947 College Rd, Columbus, OH 43210-1162
(614) 688-3290, Fax (614) 292-6940, email: chun-wetterau.1@osu.edu

OSU Document
Sample Approval Letter #1

March 21, 2003

Dear Marcia:

Congratulations! You have been selected to participate in the 2003-04 Title IV-E child welfare traineeship. We are excited that you will be joining us next fall for a challenging and rewarding experience in public child welfare.

Your field placement for the next academic year will be:

Franklin County Children's Services

As a participant in this program, you are required to enroll in:

- 2 child welfare classes taught by Professor S. Cash
 - Fall: SW 695.21
 - Winter: SW 695.22
- Bi-weekly child welfare field seminar (course number to be determined)
- Bi-weekly field seminar with Professor R. Meisel or Professor S. Moore (SW 689)
- Other coursework required by the College and University in fulfilling your graduation requirements

This traineeship requires a one (1) year employment "payback" to any OH public child welfare agency in order to receive tuition reimbursement for three (3) quarters. If upon graduation you feel that public child welfare is not a satisfying "fit" for you, you can opt to not complete the payback requirement. This means, of course, that you would no longer be eligible for the tuition reimbursement.

Once you are assigned to an agency, you will need to contact them as soon as possible for an interview and pre-placement screening. Please check your email or your mailbox for the agency's contact person and phone number.

We will be holding a meeting this quarter to discuss the program in more detail. (Date and time of this meeting will be announced.) In the meantime, please do not hesitate to contact me if you have any questions: (614) 688-3290, chun-wetterau.1@osu.edu, Stillman 203-D.

I look forward to working with you in the upcoming year.

Sincerely,

Sharon Chun Wetterau, MSW, LISW
Title IV-E Coordinator

OSU Document
Sample Approval Letter #2

April 7, 2003

Dear Carolyn:

Congratulations! You have been selected to participate in the 2003-04 Title IV-E child welfare traineeship. We are excited that you will be joining us next fall for a challenging and rewarding experience in public child welfare.

Your field practicum site for the next academic year is:

Pickaway County Children's Services

As a participant in this program, you are required to enroll in:

- 2 child welfare classes taught by Professor S. Cash
 - Fall: SW 695.21
 - Winter: SW 695.22
- Bi-weekly child welfare field seminar (course number to be determined)
- Field Practicum (every quarter, SW 889)
- Child welfare policy taught by Professor C. Curtis (Spring, SW 750.01)
- Other coursework required by the College and University in fulfilling your graduation requirements

This traineeship requires a one (1) year employment "payback" to any OH public child welfare agency in order to receive tuition reimbursement for three (3) quarters. If upon graduation you feel that public child welfare is not a satisfying "fit" for you, you can opt to not complete the payback requirement. This means, of course, that you would no longer be eligible for the tuition reimbursement.

You will need to contact your agency as soon as possible for an interview and pre-placement screening. Please contact Jo Ellen Deal @ (740) 474-3105, ext. 429 to arrange an interview and bring your valid driver's license, social security card, and proof of insurance with you, in case they need it for their screening process.

We will be holding a meeting this quarter to discuss the program in more detail. (Date and time of this meeting will be announced.) In the meantime, please do not hesitate to contact me if you have any questions: (614) 688-3290, chun-wetterau.1@osu.edu, Stillman 203-D.

I look forward to working with you in the upcoming year.

Sincerely,

Sharon Chun Wetterau, MSW, LISW
Title IV-E Coordinator

OSU Document
Sample Denial Letter #1

March 21, 2003

Dear Michael:

Thank you for your interest in applying for the Title IV-E program. This year we had a larger than expected group of applicants apply for the program, more than we could accommodate in the limited number of available placement sites. Unfortunately, we are unable to offer you a position in this year's program.

Please consult the Field Office regarding your placement for next year. They are currently in the process of matching you with an appropriate agency.

Good luck in your endeavors.

Sincerely,

Sharon Chun Wetterau, MSW, LISW
Title IV-E Coordinator

OSU Document
Sample Denial Letter #2

March 21, 2003

Dear Mary:

Thank you for your interest in applying for the Title IV-E program. This year we had a larger than expected group of applicants apply for the program, more than we could accommodate in the limited number of available placement sites. Unfortunately, we are unable to offer you a position in this year's program.

Please consult the Field Office regarding your placement for next year. They are currently in the process of matching you with an appropriate agency.

It was nice to talk with you last week about your career interests. Your application reflected your considerable passion for children, which will serve you well in the future. If you ever wish to discuss with me further about social work career options, please feel free to contact me at (614) 688-3290.

Good luck in your endeavors.

Sincerely,

Sharon Chun Wetterau, MSW, LISW
Title IV-E Coordinator