

## **Child Protection and Child Welfare Personnel Student Loan Forgiveness Program Criteria FY 2014-2015**

The Florida Department of Children and Families (DCF) is pleased to announce the Child Protection and Child Welfare Personnel Loan Forgiveness Program is now accepting applications for its third open enrollment period this fiscal year. The Loan Forgiveness program is intended for eligible Child Protection and Child Welfare personnel who carry an active caseload. The application period will be from: **8:00 am ET April 15, 2015 – May 29, 2015 at 5:00 pm**. The online registration application is posted at the following site under “Loan Forgiveness:”  
<http://centerforchildwelfare.fmhi.usf.edu/LegislativeChanges/SB1666.shtml>.

1. Completed applications and all supporting documentation must be emailed to: [Loan.Forgiveness@myflfamilies.com](mailto:Loan.Forgiveness@myflfamilies.com). Supporting documentation shall include a copy of your degree, a copy of your most recent performance evaluation, a copy of your position description and documentation of your loan information.
2. Applications will be reviewed for eligibility on a rolling basis and applicants will be notified as soon as eligibility is determined.
3. Payments are estimated to be made in **June 2015** and will be made directly to the successful applicants’ **loan servicer**.

Awards will be based on a maximum amount of \$3,000 per year for employees who meet the eligibility requirements and are approved for the program.

Any applicant that terminates employment during the application or verification period will not be eligible for the program.

### **ELIGIBILITY**

#### **Eligible employees must:**

- Be a high performing employee<sup>1</sup> in good standing working for
  - ◆ Department of Children and Families,
  - ◆ Community-Based Care (CBC) Lead Agency, or
  - ◆ Contracted Provider for a CBC Lead Agency in the area of child welfare providing case management services.
- State employees, must achieve a minimum overall score of 3.5 or higher on their most recent performance evaluation
- Case managers and case manager supervisors, must achieve at least 70% of the evaluation’s highest possible score, or the percentage standard set by the employee’s employer. Agencies may be asked to provide the Department clarification on the agency’s standard for high performance when it is not readily apparent by review of the application

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<sup>1</sup> “High performing employee” is defined as achieving a minimum score of at least 70% of an employer’s overall performance evaluation total. However, individual employers may set standards that exceed the 70% minimum requirement based on the agency’s minimal “meets expectation” designation.

- Have a Bachelor's Degree or Master's Degree in Social Work; s. 402.404(2)(c), F.S., supports a degree in a related field such as Sociology, Psychology, etc., does not meet criteria.
- Submit a current copy of your job description which should include your name, position number, job title, and a description of primary work performed.
- Be employed in one of the following position classes:
  - ◆ 8371 – Child Protective Investigator
  - ◆ 8373 – Senior Child Protective Investigator
  - ◆ 8372 – Child Protective Investigator Supervisor-SES
  - ◆ Case Manager <sup>2</sup>
  - ◆ Case Manager Supervisor<sup>3</sup>

### Required Supporting Documents

- Submitted with application
  - ◆ A legible copy of your eligible college diploma/degree or official school transcript showing Social Work as area of study and type of degree awarded
  - ◆ A legible copy of your latest performance evaluation
  - ◆ A legible copy of your electronic lender statement showing proof of loan to include: account number, name, current loan balance and payment remittance address
- If additional documentation is requested, the documentation should be emailed to [Loan.Forgiveness@myflfamilies.com](mailto:Loan.Forgiveness@myflfamilies.com) by the requested deadline
- If you are unable to email your application and supporting documentation, your application packet must be post marked by May 29, 2015 and should be mailed to:

Arlisha Roberts  
 Department of Children and Families  
 1317 Winewood Blvd., Building 1, 3<sup>rd</sup> Floor  
 Tallahassee, FL 32399-0700

**Special Note:** It is the applicant's responsibility to ensure all requested information is received by 5:00 pm ET **May 29**. If any information is missing by the deadline, the application will be denied as incomplete.

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<sup>2</sup> Employment with a CBC or case management organization must be in the capacity of performing job duties and responsibilities that align with those of a case manager or case manager supervisor. For agencies who may have an alternate title for employees performing case management or case management supervisor specific duties and responsibilities, the employee in collaboration with his or her supervisor should compare the employee's job duties and responsibilities to that of a case manager or case manager supervisor to determine if the job duties align for the purposes of determining eligibility for participation in this program. Independent Living and Adoption Case Managers who carry an active caseload are eligible for participation. Licensing specialists, trainers, and other employees outside of the child protection and case manager classes are not eligible.

<sup>3</sup> Higher level positions such as directors and administrators do not meet this criteria.