

Healthy Beginnings Workforce Capacity Scholarship Program (Revised Oct, 1, 2023)

Children's Services Council (CSC) recognizes the importance of professional development. We understand that often money creates a barrier to individuals who wish to engage in professional development; they may want to engage in growth activities to advance along a career path but lack the means to do so.

As a benefit of working in the Healthy Beginnings (HB) system, CSC offers HB Scholarships to practitioners for both traditional and non-traditional professional development opportunities. These scholarships are intended to meet the needs of the HB system to build the capacity of the workforce to provide effective and efficient services for children and family in the county. Priorities for scholarships may vary depending on the current system needs.

Parameters

Scholarships are available to practitioners to increase their capacity in one of the following:

- Mental health service provision (preference will be given to bilingual service provision)
- Implementation of specific therapeutic models (i.e., play therapy, CPP)
- Florida Infant Mental Health Endorsement
- Qualified Supervisor attainment
- Mental health licensure obtainment

More specifically, scholarships will be awarded for the following:

1. Qualified educational expenses (tuition, fees, and books/materials required of anyone taking the same course) leading to a mental health related degree from an accredited college or university. Mental health related degrees include Bachelors, Masters, and Doctoral degrees in mental and social health services, health science, behavioral health, public health, sociology, social work, counseling, marriage and family therapy, psychology and psychiatry.
2. Qualified educational expenses (tuition, fees, and books/materials required of anyone taking the same course) leading to the ability to provide bilingual mental health services. This may include courses identified for degree-seekers above in item (1) or foreign language coursework for those who already have a mental health related degree.
3. Non-degree courses or certificate programs that support the implementation of specific therapeutic models
4. Initial Florida Association of Infant Mental Health (FAIMH) endorsement (EASy) registration and endorsement processing fees. Please note renewal fees for the endorsement are **not** an allowable scholarship expense.

5. Courses required to become a Qualified Supervisor for Clinic Social Work (as outlined by the Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling).
 6. Supervision by a Qualified Supervisor for Clinical Social Work (as outlined by the Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling) necessary to meet the minimal number of hours for licensure requirements.
 7. Licensure prep courses
 8. Licensure test fees- limit of 2 times
- Practitioners may be awarded up to \$5250 per calendar year (January 1 – December 31).

Criteria

In order to be eligible to apply for a CSC HB Scholarship, HB practitioners must meet the following criteria:

1. Work in a CSC funded program within Healthy Beginnings for at least 6 consecutive months immediately prior to application submission
2. Submit complete application for each course/event at least 6 weeks prior to the payment deadline of the course/event
3. Receive supervisor approval
4. Submit required verifications (see Application Submission and Verifications below)
5. For coursework, receive a grade of C or higher for undergraduate graded courses or a B or higher for graduate level graded courses or a pass in a pass/fail course
6. If participant has been awarded a CSC HB Scholarship previously, he/she must currently be in Good Standing within CSC HB Workforce Capacity Scholarship Program (see Guidelines below for more information)

Guidelines

- Scholarships for coursework will be paid directly to the HB practitioner.
- Scholarships for Qualified Supervision to meet licensure requirements will be paid directly to the Qualified Supervisor.
- Scholarships provided for Qualified Supervision to meet licensure requirements are capped at a rate of \$100 per hour.
- Scholarships may be subject to taxation. As situations vary, CSC strongly encourages practitioners to consult with a tax professional regarding their unique circumstances.

- Good Standing in the CSC HB Scholarship Program means that the participant meets the following criteria:
 - Completed course or engaged in supervision
 - Met grade requirement (if applicable)
 - Submitted necessary verification(s)
- In order to change a status from Incomplete Standing to Good Standing, the participant must:
 - Spend the amount equal to the scholarship awarded on their professional development for a course that would otherwise meet CSC Scholarship criteria.
 - Submit necessary verification(s)
 - For example, if a practitioner receives a \$500 scholarship for a graduate level course in which they receive a B-. Because this falls below the grading criteria of a B, the practitioner is ineligible to receive another scholarship until (s)he submits verification to CSC that (s)he has since enrolled in and successfully completed another course costing at least \$500 out of pocket to the practitioner.
- Scheduling of courses should be coordinated with the scholarship recipient and their supervisor if courses are during normal work hours

Application Submission and Verifications

In addition to the CSC HB Scholarship application, practitioners must submit the following verification(s):

	Verification submitted at time of application	Verification submitted after event for which scholarship awarded
Coursework	<ul style="list-style-type: none"> • Documentation of expense (course, books, and fees) • Course description from entity conducting it • Date, time, and location of course(s) • W-9 of the applicant 	<ul style="list-style-type: none"> • Documentation showing successful completion of course and grade (if applicable) • Receipts for costs paid (course, books, and fees)
Non-degree courses or certificate programs that support the implementation of specific	<ul style="list-style-type: none"> • Documentation of expense • Model/course description from entity 	<ul style="list-style-type: none"> • Documentation of certification in the <u>model</u> (inclusive of consultation/supervision)

therapeutic models	conducting training/testing/etc. <ul style="list-style-type: none"> • Date, time, and location of course(s) • W-9 of the applicant 	hours if applicable- not just completion of training). <ul style="list-style-type: none"> • Receipt for costs paid
FAIMH Endorsement	<ul style="list-style-type: none"> • Documentation of FAIMH membership • Documentation of reserved slot in an FAIMH Endorsement Cohort • Date of start of cohort • W-9 of applicant 	<ul style="list-style-type: none"> • Documentation of successful passing of FAIMH Endorsement Exam • Receipt for costs paid
Qualified Supervisor Courses	<ul style="list-style-type: none"> • Documentation of expense (course, books, and fees) • Course description from entity conducting it • Date, time, and location of course(s) • W-9 of the applicant 	<ul style="list-style-type: none"> • Certificate of completion for course(s) • Receipt for costs paid
Qualified Supervision	<ul style="list-style-type: none"> • Completed W-9 of Qualified Supervisor • Verification of status as Qualified Supervisor (i.e., print out from FL Department of Health) 	<ul style="list-style-type: none"> • Monthly invoice(s) signed by Qualified Supervisor and HB practitioner (applicant)
Licensure prep course	<ul style="list-style-type: none"> • Documentation of expense (course, books, and fees) • Course description from entity conducting it • Date, time, and location of course(s) • Anticipated date of licensure test • W-9 of the applicant 	<ul style="list-style-type: none"> • Documentation showing successful completion of course and grade (if applicable) • Receipts for costs paid (course, books, and fees) • Documentation that licensure test scheduled

Licensure test	<ul style="list-style-type: none"> • Documentation of expense (course, books, and fees) • Date, time, and location of test 	<ul style="list-style-type: none"> • Documentation showing test taken with pass/fail status • Receipt for costs paid
To change standing from Incomplete to Good	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • Documentation of out of pocket expense for additional coursework equaling or great than amount of scholarship awarded for course that the practitioner did not meet the grade requirement

The HB Scholarship application can be found here:

https://csc.webauthor.com/go/form/form.cfm?xm_form_id=338

For questions regarding the HB Scholarship program, please contact:

hbscholarships@cscpb.org