

## **Healthy Beginnings Workforce Capacity Scholarship Program**

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)
- 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. 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 licensure requirements.
5. Licensure prep courses
6. 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):

	<b>Verification submitted at time of application</b>	<b>Verification submitted after event for which scholarship awarded</b>
<b>Coursework</b>	<ul style="list-style-type: none"> <li>• Documentation of expense (course, books, and fees)</li> <li>• Course description from entity conducting it</li> <li>• Date, time, and location of course(s)</li> <li>• W-9 of the applicant</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation showing successful completion of course and grade (if applicable)</li> <li>• Receipts for costs paid (course, books, and fees)</li> </ul>
<b>Qualified Supervision</b>	<ul style="list-style-type: none"> <li>• Completed W-9 of Qualified Supervisor</li> <li>• Verification of status as Qualified Supervisor (i.e., print out from FL Department of Health)</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly invoice(s) signed by Qualified Supervisor and HB practitioner (applicant)</li> </ul>
<b>Licensure prep course</b>	<ul style="list-style-type: none"> <li>• Documentation of expense (course, books, and fees)</li> <li>• Course description from entity conducting it</li> <li>• Date, time, and location of course(s)</li> <li>• Anticipated date of</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation showing successful completion of course and grade (if applicable)</li> <li>• Receipts for costs paid (course, books, and fees)</li> <li>• Documentation that</li> </ul>

	licensure test <ul style="list-style-type: none"> <li>• W-9 of the applicant</li> </ul>	licensure test scheduled
<b>Licensure test</b>	<ul style="list-style-type: none"> <li>• Documentation of expense (course, books, and fees)</li> <li>• Date, time, and location of test</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation showing test taken with pass/fail status</li> </ul>
<b>To change standing from Incomplete to Good</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> </ul>

[For questions regarding the HB Scholarship program, please contact: hbscholarships@cscpb.org.](#)

[Please click here to access the HB Scholarship Application.](#)