**TITLE IV-E CPS/OCOK STIPEND PROGRAM**

APPLICATION AND SUPERVISOR REFERENCE

This form must be completed as part of the application process to the Title IV-E CPS/OCOK Stipend Program and at the conclusion of each semester.

The CPS/OCOK employee applying to the CPS/OCOK Stipend Program should complete Section I of the form. Their direct manager should complete Section II of the form. The form should then be provided to the Regional Operations Support Administrator (ROSA).

**Section I:**

Employee’s Name: Employee ID:

Current Job Title: Hire Date:

Stage of Service: Unit Number:

As an employee of the Texas Department of Family and Protective Services, Child Protective Service or OCOK, I agree to follow all agency educational policies and procedures.

Employee Signature Date

**Section II:**

It is the responsibility of the supervisor to complete Section II of this form when their employee applies for the Stipend Program and then at the conclusion of each semester.

Supervisor Name:

Has the employee been employed with CPS/OCOK for a minimum of one year?

□ Yes □ No

Comments:

Is the employee meeting or exceeding agency expectations?

□ Yes □ No

Comments:

Will this employee be able to carry the additional responsibilities of school and maintain their workload?

□ Yes □ No

Comments:

Has the quantity of the employee’s work met the supervisor’s expectations and agencies policies?

□ Yes □ No

Comments:

Has the quality of the employee’s work met the supervisor’s expectations and the agencies policies?

□ Yes □ No

Comments:

Does the employee show initiative, planning, and organization in their day-to-day work activities?

□ Yes □ No

Comments:

Does the employee show flexibility and adaptability to their work activities?

□ Yes □ No

Comments:

Has there been any conflict between the employees work and school schedule? If the employee has not yet started school, please provide details on how conflicts will be handled should they arise.

□ Yes □ No

Comments:

Will this employee attending school negatively impact the unit in which the employee works? Unit needs have to be considered in this approval.

□ Yes □ No

Comments:

Is this employee in a Title IV-E eligible position? Title IV-E Eligible Positions Checklist must be attached (see attachment 1).

□ Yes □ No

Comments:

Do you recommend that this employee be approved or continue to receive Title IV-E Stipend compensation?

□ Yes □ No

Comments:

Supervisor Signature Date

Reviewed by:

Second Line Supervisor Signature Date

Third Line Supervisor Signature (if appropriate) Date

**Title IV-E Stipend Application Outcome:**

**Approved: Denied:**

Approval Signatures:

Regional Operations Support Administrator Date

Comment:

Regional Director Date

Comment:

cc: Employee

Supervisor

Program Administrator/Division Administrator

Regional ROSA File

Employee Personnel File

# **Title IV-E Eligible Positions**

CPS-SSCC Comparison Chart

Revised 09/2020

|  |  |  |
| --- | --- | --- |
| **CPS** | **OCOK** |  |
| **Subject Matter Experts (SME)** | | |
| Disability Specialist | NA |  |
| Education Specialist | NA |  |
| Intensive Adoption Specialist | Adoption Coordinator |  |
| Youth Specialist | NA |  |
| Residential Treatment Placement Coordinator  (report to State Office) | NA |  |
| **Program Support** | | |
| Foster Care Eligibility Supervisor | NA |  |
| Foster Care Eligibility Specialist | NA |  |
| Foster Care Eligibility Admin Support | NA |  |
| Permanency Practitioner | NA |  |
| **Direct Delivery (Conservatorship)** | | |
| CVS Program Director | Director of Permanency |  |
| CVS Program Director Admin Tech | NA |  |
| CVS Supervisor | Permanency Supervisor |  |
| CVS Worker | Permanency Specialist |  |
| CVS Admin Tech | Permanency – Client Records Clerk or Admin |  |
| CVS Case Aide | NA |  |
| **Direct Delivery (FAD)** | | |
| FAD Program Director | Intake Director |  |
| FAD Program Director Clerk | NA |  |
| FAD Trainer | NA |  |
| FAD Supervisor | NA |  |
| FAD Worker\* | NA |  |
| FAD Recruiter | NA |  |
| FAD Faith-Based Worker | NA |  |
| FAD Admin Tech | NA |  |
| FAD Case Aide | NA |  |
| **Direct Delivery (FGDM)** | | |
| FGDM Specialist | Family Finding & Engagement Specialist |  |
| FGC Coordinator | NA |  |
| **Direct Delivery (Kinship)** | | |
| Kinship Program Director | Director of Care Management |  |
| Kinship Program Director Admin Tech | Care Management Administrative Assistant |  |
| Kinship Supervisor | Kinship Supervisor |  |
| Kinship Worker | Kinship Worker |  |
| Kinship Admin Tech | Resource Coordinator |  |
| **Direct Delivery (Other)** | | |
| Program Director Admin Support | Therapeutic Services Director |  |
| PAL Supervisor | Care Coordination Supervisor |  |
| PAL Worker | Lead PAL Specialist |  |
| PAL Specialist |  |
| PAL Admin Support | NA |  |
| LPS Supervisor | LPS Supervisor |  |
| LPS Worker | LPS Worker |  |
| LPS Admin Support | NA |  |
| CPU Supervisor | Intake Supervisor |  |
| CPU Worker | Lead Intake Specialist |  |
| Intake Specialist |  |
| CPU Admin Support | NA |  |

\*FAD workers must be "licensing/verifying" foster homes to qualify.