



COUNTY OF SANTA CLARA
Behavioral Health Services
Supporting Wellness and Recovery

**Greater Bay Area Regional Partnership
Workforce Education and Training Program
Workforce Tuition Program and Application Guide**

Application Submission Deadline: April 22, 2022

Executive Summary

The Greater Bay Area Regional Partnership has developed a graduate tuition stipend opportunity. Your county, in collaboration with other counties in the region, has partnered with the California Mental Health Services Authority (CalMHSA) and the California Department of Health Care Access and Information (HCAI) to make stipends available to educational students in exchange for service obligations in a Public Mental Health System (PMHS). This component is especially valuable to expanding the knowledge and skills of non-licensed personnel through training and education opportunities.

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Part I: Application Guide

Section I: Program Eligibility Requirements

A. Eligibility Requirements

This program provides funding for post-graduate clinical master and doctoral education service performed in a local PMHS agency. Approved students will be in their final year of education and in exchange will provide a 24-month service commitment.

- Students must be **enrolled** in a full-time/part-time graduate degree program. Examples include, but not limited to:
 - Social Work, Clinical Mental Health Counseling, Clinical Psychology, Community Mental Health, Counseling and Guidance
- The graduate program must meet the academic requirement for LCSW, LMFT, LPCC or Clinical Psychologist per California Board of Behavioral Sciences or California Board of Psychology guidelines. (<https://www.bbs.ca.gov> or <https://www.psychology.ca.gov>)
- Be enrolled full-time/part-time, per academic term for BBS accredited program for LCSW, LMFT, LPCC or California Board of Psychology accredited program for clinical psychologist.
- Students must maintain satisfactory academic progress towards graduate degree attainment with a GPA of at least 3.0
- Students must be a U.S Citizenship, Permanent Resident, Deferred Action for Childhood Arrivals (DACA - self identified)

Section II: Award Amounts

The maximum award amount for the Workforce Education and Training: Stipend Program is \$10,000.

Santa Clara County Behavioral Health Services Department (BHSD) may award full, partial, or no funding to an applicant based on the applicant's success in meeting the selection criteria, and the amount of available funds. Applicants will not be awarded more than their total cost of attendance.

Section III: Application

A. Application Dates

The open application period for the Tuition Stipend Program will be from March 22, 2022 - April 22, 2022. Upon completion and initial review of the Application with HCAI, CalMHSA will receive the applicant data from HCAI. Once received, CalMHSA will process for the secondary steps of the application, which may include requesting applicants to submit a supplemental application/questionnaire that assesses additional county-level eligibility criteria.

The first step to applying is to submit an initial application for the program through HCAI. This section of the Program Guide will outline how and where a user can access application information and what information applicants will need before and during the application process.

There are four distinct parts to the application:

1. General Eligibility Criteria
2. Applicant Personal Statements
3. Applicant Information
4. Applicant Enrollment Verification and Transcript Request (this document is issued outside of the standard application)

B. Application Software

All WET Loan Repayment Program applicants will be utilizing Department of Healthcare Access and Information's (HCAI's) Central Application portal to submit their applications. The application portal is web-hosted and will be utilized to collect applicant information. The portal is located here: [HCAI WET Central Application](#)

CalMHSA will be utilizing DocuSign to facilitate the process of enrollment verifications and to acquire transcripts from all applicants. DocuSign is a secure and simple online tool that allows electronic transmission of documents that require review and electronic signature from recipients while maintaining the security of the information transmitted.

Applicant Information and Eligibility Criteria

The first section of the application will establish that applicants meet the basic necessary eligibility standards set by the Regional Partnership for this program.

CalMHSA will be collecting all information provided by HCAI. Based on this data, CalMHSA will work with your county to facilitate any further information gathering needed to support your application.

Section IV: Post Application and Award Determination

A. Initial Review

Once the application period has closed, CalMHSA will be conducting a completeness review to ensure that all requirements were met. All materials including the enrollment verification and transcript documents will need to be submitted no later than two calendar weeks after receipt to be considered eligible and reviewed.

If CalMHSA identifies issues with any applications, it will be at the discretion of the administrator and participating county to decide whether applicants will be given the opportunity to correct or modify their submissions. If CalMHSA extends this opportunity, they will attempt to communicate with applicants through their supplied contact information.

B. Personal Statement Evaluator Selection Process

The Personal Statement, captured in your application, will be scored by a review panel. The review panel is comprised of individuals with varied backgrounds, to include professional expertise, lived experience, and personal knowledge. Panelists' information will not be disclosed as a matter of confidentiality. CalMHSA is committed to ensuring the review panel is representative of California's racial, ethnic, and cultural diversity.

Details regarding the specific process of selecting evaluators as well as the results of the evaluation process will not be shared as a matter of confidentiality.

C. Establish Individual Award Agreements

Once the final review is complete and the selected applicants are identified, CalMHSA will communicate with all applicants and inform them of the decision made and any next steps.

Chosen applicants (awardees) will then have up to two weeks to respond to next steps. If an applicant does not confirm acceptance of their award and submit the completed contract, supplemented with required documents, CalMHSA may take this as a forfeit of their interest in this program.

Section V: Award Agreement

Awardees will be required to enter into an executed Award Agreement no later than two weeks after receipt of the Agreement. For the Agreement to be fully executed, awardees will be required to submit proof of enrollment as well as proof of qualifying grade point average (GPA) using their most recent transcript.

A. Award Agreement Terms and Conditions

Stipend recipients agree to continue working in the public Behavioral Health System (County or Contract Provider) while they are in school and for 24 months after graduation. Stipend recipients are required to complete their degree program. Stipend recipients must also complete all required follow-up survey/employment verifications working in the public Behavioral Health System for 24 months after graduation. The financial awards will go directly to the educational institution.

Applicants must meet the following criteria to be considered eligible:

Employment Status

Must be employed in an eligible provider role as identified in the application, for a minimum of nine (9) months in a permanent position.

AND AT LEAST ONE OF THE FOLLOWING:

- Cultural diversity - Represent a culturally or ethnically diverse community
- Language(s) spoken: Spanish, Vietnamese, Mandarin, Cantonese, Tagalog, or Farsi
- Lived experience with mental health and/or substance use
- Veteran status

OR

- Providers working in hard-to-fill/retain positions, or those who possess experience or expertise in hard-to-fill/train skill sets.
- Clinicians (MFT/CSW/PCC), Rehabilitation Counselor, Peer Worker, Community Worker, SUD provider (LAADC/CADCs), Clinical Psychologist, LPT, Psychiatrist/MD, LVN, RN, RPh, OT.
- Providers who work in programs delivering services to:
 1. Older Adults
 2. Transitional age youth
 3. LGBTQ+
 4. Foster care
 5. Early Childhood Mental Health (Birth to 5) Program
 6. Justice-Involved system - Youth & Adults
 7. Homeless

B. Enrollment Verification and Disbursement of Tuition Stipend Award

As a condition of award acceptance and for continued eligibility, applicants must complete an Enrollment Verification Form. This form will require completion and signature by the applicant. An attachment of the applicant's proof of enrollment and most recent transcript will be required in order to fully complete the enrollment verification process.

The Enrollment Verification Form will be sent to the applicant's email submitted in the Applicant Information segment of the online application. This process will be facilitated through a software called "DocuSign" to ensure secure transmission of information.

C. Tuition Stipend Disbursement

Tuition Stipend Awards will be disbursed 30-45 days after award determinations are made and the Enrollment Verification form, including required documents have been received and reviewed for continued eligibility. Disbursements will be sent directly to the school's Bursar's or Financial Aid Office, according to the information provided by the awardee in the Enrollment Verification Form.

D. Breach Policy

CalMHSR reserves the right to recover monies for the awardee's failure to meet any terms or conditions set forth in the Award Agreement.

Part II: Program Guide

Section I: Workforce Education and Training (WET) Program

The program was developed through HCAI's Workforce Education and Training Regional Partnership's grant program.

The purpose of the WET program is to provide financial incentive to attract and retain eligible employees into "hard to fill/retain" positions in the Behavioral Health Care system.

A. Tuition Stipend Program

The Tuition Stipend Program is a financial incentive strategy that is designed to support individuals working in California’s public mental health system. The Tuition Stipends will be awarded to their educational institutions while they are attending their educational program and will be expected to complete their 24-month service obligation as a direct service provider in the County of Santa Clara Public Behavioral Health System after their graduation. Through this program the County Behavioral Health Departments seek to support qualified applicants who meet eligibility requirements.

Issuing Body

The California Mental Health Services Authority (CalMHSA) is a Joint Powers Authority, an independent government agency created by California counties and cities, focused on the efficient delivery of California mental health projects for its members. CalMHSA collaborates with the Member Counties/Cities to implement mental health services, project, and educational programs across the state, regionally, and locally.

CalMHSA will perform contract oversight and maintenance for this program. In this role, CalMHSA will serve as point-of-contact between awardees and County Behavioral Health Departments in issues regarding the Program. CalMHSA will also maintain contact with all recipients of awards and their educational loan providers.

B. Program Timeline

Activity	Date
Start Open Application Period	03/22/22
Close Application Period	04/22/22
Award Determination Announced	06/01/22
Award Documents Sent to Awardee: Award Agreement, Enrollment Verification Form including Proof of Enrollment, Transcript Request, Disbursement Information Form	06/03/22
All Completed and Signed Award Documents Due to CalMHSA	06/17/22
Award Disbursed	July 2022

C. Available Funding and Amounts

Individual awards will not exceed \$10,000 for each awardee. CalMHSA and participating Counties may award full, partial, or no funding to an awardee based on a combination of application eligibility criteria, strength of personal statement submission, and available funding

B. Communication Requirements

Awardees must email CalMHSA within these specified timeframes for the following reasons:

- a. Immediately:
 - If you are no longer enrolled full-time, in an eligible educational degree program.
 - If you no longer meet satisfactory academic progress towards bachelor's degree attainment with a GPA of at least 3.0
 - Will be changing your degree program but remain within the bounds of an eligible program.
- b. 30 calendar days if you:
 - Change to your name, mailing address, phone number, or e-mail address.

C. Change Approved Degree Program

If an awardee chooses to change their Degree Program, the awardee must contact CalMHSA. This communication is not a guarantee of approval of the program change. Each potential change will be considered based off the individual County eligibility requirements, and the approval of one change does not guarantee the approval of any additional change.

D. Cancellation of Tuition Stipend Obligation

The program obligation will be cancelled in its entirety in the event of an awardee death. No financial liability will be transferred to the awardee's heirs.

Section III: Additional/Supplemental Information

E. Contact Information

California Mental Health Services Authority (CalMHSA)

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Santa Clara County Behavioral Health Services Department

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F. Resource Links

[Workforce, Education and Training \(WET\) - Behavioral Health Services - County of Santa Clara \(sccgov.org\)](http://www.sccgov.org)