



## INTEGRATED BEHAVIORAL HEALTH PROGRAM EXTENSION PETITION INSTRUCTIONS

Please follow these instructions to petition for an extension of time to (1) complete the MSW degree, (2) secure eligible employment, or (3) complete the stipend-related employment obligation, or to request any other modifications to the student service agreement. Questions? Please email the IBH Program at: [calswec\\_ibh@berkeley.edu](mailto:calswec_ibh@berkeley.edu).

**Current MHPA Stipend Program students** should initiate the extension petition process by sending a formal petition letter (by mail or email) to the MHPA stipend project coordinator or program director for their MSW program. This letter should include the following information:

- The student's full name
- The student's expected/original graduation month and year
- The student's MHPA Stipend Program cohort year
- A clear description of the request (ie: extension of time for...)
- A clear explanation of the reason for the request
- A clear identification of the timing/duration of the extension being requested
- A clear action plan for how the student will progress toward program goals during and after the extension period if the petition is approved

The MSW program will then determine whether or not to support the petition and whether or not to submit it to the CalSWEC IBH Program for review and final approval or denial.

**MHPA Stipend Program graduates** should initiate the extension petition process by submitting a signed letter to [calswec\\_ibh@berkeley.edu](mailto:calswec_ibh@berkeley.edu). To capture document images with a mobile device, use CamScanner or a similar application to ensure readability. The petition letter must include:

- The graduate's full name
- The graduate's MSW program (school)
- The graduate's MSW graduation month and year
- The graduate's MHPA Stipend Program cohort year
- A clear description of the request (ie: extension of time for...)
- A clear explanation of the reason for the request
- A clear identification of the timing/duration of the extension being requested
- A clear action plan for how the graduate will progress toward program goals during and after the extension period if the petition is approved
- An Employment Search Log documenting the graduate's efforts to secure employment

Extensions are modifications of the MHPA Stipend Program student service agreement. As such, Article II of the MHPA Stipend Program student service agreement, outlining the obligations of the student, are reproduced below. Please review this excerpted material before submitting your petition, as this may answer any questions you have prior to writing your petition letter and/or help you avoid the need to make revisions/corrections to your petition.

**INTEGRATED BEHAVIORAL HEALTH PROGRAM  
STUDENT SERVICE AGREEMENT EXCERPTS**

**Article II. OBLIGATIONS OF STUDENT/GRADUATE**

**A. ACADEMIC AND FIELD PROGRAM REQUIREMENTS**

1. Student agrees to maintain the status of a citizen or permanent resident of the United States, or hold a work permit and driver's license under federal Deferred Action for Childhood Arrival (DACA) rules throughout program participation, including the employment/repayment obligation period.
2. Student agrees to disclose any previous or subsequent conviction for any crime that disqualifies individuals from field placement or employment in the public mental/behavioral health system or which will render Student ineligible for, or cause termination from, Program.
3. Student agrees to complete pre-screening, fingerprinting and criminal clearance processes pursuant to Department of Justice or other applicable screening regulations governing employment in California's public mental/behavioral health system, in accordance with agency requirements for field placement and/or employment.
4. Unless specifically waived by School in writing, Student agrees to use a personal automobile as necessary for field placement and to maintain a valid driver's license and auto liability insurance.
5. Student agrees to maintain satisfactory performance in and complete all courses, seminars, field placements and training designated by School as requirements for maintaining good academic standing and Program eligibility, and in all specialized Program components, including courses, seminars and training focused on the values and principles of the Mental Health Services Act.
6. Student agrees to successfully complete an advanced field placement during the stipend year in a county operated mental/behavioral health agency or in a community based organization under contract to a county mental/behavioral health agency to provide mental/behavioral health services.
7. Student agrees to successfully complete all School and Program academic and field requirements within one academic year of receiving the stipend award.
8. Student agrees that if enrolled in School but unable to complete the MSW degree within four months of the date specified in this Agreement, Student must petition School for an extension of time to meet academic requirements. If School determines that Student has made a good faith effort to complete academic requirements, School may request that CalSWEC grant such an extension. This request must include a description of Student's good faith efforts to meet academic requirements for graduation, barriers met, and both Student's and School's specific action plans to complete requirements.

9. Student understands and agrees that CalSWEC will not grant any extension of time to complete academic requirements beyond June 30, 2019.
10. Student agrees that if Student fails to complete or to maintain adequate performance in any aspect of the Program as designated by School, including but not limited to field placements and/or selection for field placements, Program funding shall be suspended, but continuing participation is expected. If Student is not fully reinstated in Program within the School's required review period, Program participation shall end and monetary repayment of any support received will be required.
11. Student understands and agrees that failure to complete academic requirements by June 30, 2019 will result in Student being required to return to School all stipend funds paid to Student pursuant to this Agreement.

## B. EMPLOYMENT OBLIGATIONS

1. Student understands and agrees to fulfill the employment obligation associated with receipt of the MHSA stipend after conferral of the MSW degree.
2. Student agrees to render {either SIX or TWELVE} months of continuous and satisfactory full time employment (or its equivalent in hours) at a county operated mental/behavioral health agency or community based organization under contract to a county mental/behavioral health agency to provide mental/behavioral health services in California, in a position appropriate to a new MSW.
3. Student understands and agrees that this employment obligation may be fulfilled through full time or part time employment, but that employment must involve an average of at least 20 hours per week of work, and the total number of hours worked must be equal to full time employment for {either SIX or TWELVE} months. Student agrees that if any part of the employment obligation is satisfied through part time employment, Student will provide agency records verifying the number of hours worked during each month of employment.
4. Student understands and agrees that the employment obligation may be fulfilled through either paid or unpaid employment, but if any part of the employment obligation is satisfied through unpaid (volunteer) employment, Student must provide agency records verifying that the position involves providing services for which an MSW is required.
5. Student agrees that within 90 days of conferral of the MSW degree, Student will provide evidence, through the submission of a written log to be provided by CalSWEC, of good faith efforts<sup>1</sup> to seek, apply for, and accept employment at a county operated mental/behavioral health agency or a community based organization under contract to a

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<sup>1</sup> **Good faith effort** as used in this document will include making applications to public mental/behavioral health system agencies within the state of California, keeping satisfactory documentation of the employment search and keeping CalSWEC informed of employment search activities and any barriers to the employment search that arise.

county mental/ behavioral health agency to provide mental/behavioral health services in California, in a position appropriate to a new MSW.

6. Student agrees that within 180 days of conferral of the MSW degree, Student will provide evidence, through the submission of documents to be provided by CalSWEC, of employment at a county operated mental/behavioral health agency or a community based organization under contract to a county mental/behavioral health agency to provide mental/behavioral health services in California, in a position appropriate to a new MSW.
7. Student agrees that within two years of conferral of the MSW degree, Student will provide evidence, through the submission of documents to be provided by CalSWEC, of complete fulfillment of the employment obligation.
8. Student understands and agrees that if Student has not secured eligible employment within 180 days of degree conferral, Student must submit a written request to CalSWEC to extend the employment search period specified in this Agreement. If CalSWEC determines that Student has made a good faith effort to secure eligible employment, CalSWEC may modify the date by which Student must secure eligible employment.
9. Student understands and agrees that if CalSWEC modifies the employment search time frame, during the modified time frame Student will engage in an ongoing, comprehensive employment search at all qualifying agencies within all counties in California, and Student will maintain and submit written documentation of these efforts using the CalSWEC employment search log and records of all related correspondence.
10. Student understands and agrees that CalSWEC will not grant any extension of time to secure eligible employment that would render Student unable to fulfill the employment obligation associated with the MHSA stipend by June 30, 2020.
11. Student understands and agrees that if Student withdraws from Program after graduation, fails to make a good faith effort to obtain eligible employment, declines eligible employment, fails to respond to CalSWEC's requests to provide evidence of employment search efforts or employment in a timely manner, fails to qualify<sup>2</sup> for appropriate employment, is discharged from employment under applicable County Civil Service rules or policies, or is terminated due to unsatisfactory work performance<sup>3</sup> prior to completion of the employment requirement, Student will be required to return to School all stipend funds paid to Student pursuant to this Agreement.
12. Student understands and agrees that failure to fulfill the employment obligation by June 30, 2020 will result in Student being required to return to School all stipend funds paid to Student pursuant to this Agreement.

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<sup>2</sup> **Failure to qualify** includes failing the interview, medical or psychological examination and/or criminal clearances.

<sup>3</sup> **Unsatisfactory work performance** includes but is not limited to: inadequate professional performance; conviction of a felony or misdemeanor crime that would disqualify an individual from service in a county public mental/behavioral health agency, or a community-based organization under contract to a county public mental/behavioral health agency; improper conduct as described by County Code/Merit System or Classified Personnel System, or violation of the National Association of Social Workers (NASW) Code of Ethics.

## C. MONETARY REPAYMENT OBLIGATIONS

1. Student understands and agrees that if Student fails to fulfill any academic or field education requirements or employment obligations outlined in this Agreement, Student will be obligated to repay to School all stipend funds received and costs incurred by School or its fiscal agent in securing repayment pursuant to this Agreement.
2. Student understands and agrees to repay to School or its fiscal agent the full amount of any stipend award received under this agreement in the event that:
  - a. Student fails to register for or complete an academic school year or withdraws from or is removed from either the MSW program or the stipend program for any reason.
  - b. Student requests modification of the time frame to complete academic requirements under this Service Agreement but is not determined by School to have demonstrated a good faith effort to meet graduation requirements.
  - c. Student requests modification of the time frame to secure qualifying employment under this Service Agreement but is not determined by CalSWEC to have demonstrated a good faith effort to secure qualifying employment.
  - d. Student fails to complete the minimum number of hours of employment at a qualifying public mental/behavioral health agency required to fulfill the employment obligation outlined under this Service Agreement.
3. Student understands and agrees that monetary repayment may be completed through a lump sum payment or, at Student's request but at the sole discretion of School, through a payment plan established between Student and School or its fiscal agent that begins no later than the fourth calendar month after the decision that Student will enter repayment.
4. Student understands and agrees that any payment plan established between Student and School for repayment purposes must include monthly payments of an agreed upon amount sufficient to repay, no later than June 30, 2021, the sum of all amounts received as support, all attorney fees, all other costs and charges associated with collection, and all interest on the unpaid balance at a per annum interest rate determined by School.
5. Student understands that if repayment is not received in a timely manner, School or its fiscal agent may undertake, but are not limited to, the following measures: 1) Blocking Graduate's records and withholding transcripts pursuant to School regulations, 2) Intercepting Graduate's tax returns and applying funds toward any amounts owed, and 3) Reporting Graduate's delinquent repayment status to available credit bureaus.
6. Student understands and agrees that a judgment of bankruptcy does not discharge Student or Graduate of responsibility for monetary repayment of stipend funds and associated costs pursuant to this Agreement.
7. Student understands and agrees that if Student begins monetary repayment but subsequently enters into eligible employment, employment may be substituted for

monetary repayment on a pro-rated basis with the approval of CalSWEC.

8. Student understands and agrees that CalSWEC may provide a waiver of the financial repayment obligation only if Student, after entering into the Service Agreement, develops or experiences an exacerbation of a disability, including mental, behavioral, or physical illnesses or dies, such that Student is prevented from completing the employment commitment as determined by a licensed medical care provider. CalSWEC will consider waiver requests in consultation with School. If CalSWEC grants such a waiver, the percentage of stipend funds waived shall be equal to the percentage of the employment obligation that Student is unable to complete as a result of disability or death.