

This form appraises the participant's local region/site of his or her participation in the DCS MSW/MSSW Tuition Assistance Programs and solicits approval of and authorization for that participation. Final DCS approval and authorization will be determined by the Tennessee Department of Children's Services' (DCS) Director of Policy and Continuous Quality Improvement.

All new applicants are required to submit this form with their other application materials. Current DCS MSW/MSSW Tuition Program participants must complete, obtain the requested signatures, and e-mail a copy of this form to the DCS Tuition Assistance Program each year by April 1 for the upcoming academic year (summer/fall/spring). New applicants will submit this form with their other application materials. Please keep a copy for your records.

Send to:
Department of Children's Services**
Tuition Assistance Program
UBS Tower
315 Deaderick Street, 7th Floor
Nashville, TN 37243
OR
Scan and Email to: IV-E_Tuition EI-DCS IV-E_Tuition.EI-DCS@tn.gov

This verifies that _____ **is approved to participate in the DCS MSW/MSSW**
MSW/MSSW Tuition Program Participant
Tuition Assistance Program as a student for the _____ **academic year (summer-fall-spring).**
Academic Year

This approval is granted because the employee:

1. Has been or will have been employed with the Department for at least two (2) consecutive years as of the first day of classes on the above-noted academic year (only for employees applying May 2012 and thereafter);
2. Is in good standing with the Department: --not on probationary incident --no current or pending disciplinary action --no history of disciplinary action within the past three (3) years;
3. Has a current Job Performance Plan (JPP);
4. Has received a Performance Evaluation (PE) within the past 12 months with a most recent score of at least "3";
5. Has applied and been accepted for initial enrollment or continuing enrollment in an accredited graduate or in-candidacy participating university program to pursue a graduate degree in an approved Human Services field: Social Work, Counseling, Psychology, Child Development, Sociology, and Public Service Management at Cumberland University. Or Master of Social Work (MSW) or Master of Science in Social Work (MSSW); and
6. Agrees that class attendance and/or participation in field placement activities will not unduly interfere with the completion of assigned job duties.

Employee's Name	Employee Signature	Date
Immediate Supervisor's Name	Immediate Supervisor's Signature	Date
DCS Appointing Authority or Designee's Signature (Regional Administrator (RA) or Executive Director as appropriate)	DCS Appointing Authority or Designee's Signature	

After completion, be sure to sign, make a copy for your records and send the original copy to the above DCS address**.



Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.