



## CW Workforce/Caseload Relief Reinstatement Program Program Policy and Forms

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### Program Overview and Eligibility Requirements

The FCB *Workforce/Caseload Relief Reinstatement* program is a time-limited credential reinstatement opportunity for individuals who were previously certified by the FCB, are currently employed in the field of child welfare, and have been temporarily deployed to perform job tasks typically performed by certified investigators, case managers, counselors and their supervisors in an effort to provide workforce/caseload relief.

Reinstated credentials will be issued with a first time expiration date of October 31, 2023. The FCB Code of Ethical and Professional Conduct and the continuing education (CE) requirements attach at the time of application for reinstatement. Reinstatement applications will be processed in the same manner as the applicant's employer follows when certifying staff at the provisional and provisional upgrade levels, which requires all supporting documentation to be collected by the employer's point of contact and submitted to the FCB on the applicant's behalf.

The fee for reinstatement is \$350. This reflects a \$150 reinstatement fee and the standard \$200 renewal fee, which provides certified status for the upcoming two year period.

This program will operate December 6, 2021 through June 1, 2022.

Eligible credentials are in inactive or expired status and have an issue date of January 1, 2012 to the present.

Eligible credentials types are:

- Child Welfare Protective Investigator (CWPI)
- Child Welfare Case Manage (CWCM)
- Child Welfare Licensing Counselor (CWLC)
- Child Welfare Protective Investigator-Supervisor (CWLC-Sup)
- Child Welfare Case Manager-Supervisor (CWCM-Sup)
- Child Welfare Licensing Counselor-Supervisor (CWLC-Sup)
- Child Welfare Protective Investigator-Specialist (CWPI-Spec)
- Child Welfare Case Manager-Specialist (CWCM-Spec)
- Child Welfare Licensing Counselor-Specialist (CWLC-Spec)
- Child Protection Professional (CPP)
- Child Welfare Trainer (CWT)

Eligible applicants meet one of two criteria:

1. Currently employed in an eligible position for more than 12-months prior to application for reinstatement.
2. Recently re-employed in an eligible position for less than 12-months prior to application for reinstatement. Additional requirements, such as CEs or retesting may apply if the individual has not be in a related position for 5 years or more prior to rehire in the current eligible position. This will be determined on a case-by-case basis

Eligible positions are existing child welfare positions that are supported by an official position description that does not require FCB certification as a condition of employment. In terms of organizational hierarchy, eligible positions are at levels higher than direct service staff and their immediate supervisors. Applicants must be temporarily redeployed to provide tasks directly related to workforce/caseload reduction efforts that require certification to perform. A deployment end-date is not required; however, this program absolutely is not designed for individuals who are in standard, full-time direct services or supervisory positions.



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### Application Process and Requirements

There are two versions of the application. After selecting the correct application form, follow the directions below.

1. Individual applicants should complete the *CW Workforce Caseload Relief Reinstatement Program Application- Application and Employer Attestation Form (Individual Applicant).pdf*
2. Applicants who will be included in a group of eligible applications will not complete a form. Their application will be processed using the *CW Workforce Caseload Relief Reinstatement Program Application- Application and Employer Attestation Form (Batched Applicant).pdf*.

#### Applicant Directions:

1. Applicants must access their FCB online account and update their profile.
  - a. If the login/password is unknown, you must contact the FCB for this information. Creating a new account will delay the process.
  - b. Applications for reinstatement will not be processed until the online account has been reviewed and updated.
2. Applicants applying on an individual basis will complete Parts 1 & 2 of *CW Workforce Caseload Relief Reinstatement Program Application- Application and Employer Attestation Form (Individual Applicant).pdf* and submit it to the appropriate point of contact to submit to the FCB on their behalf. Batched applicants do not complete any sections of the *CW Workforce Caseload Relief Reinstatement Program Application- Application and Employer Attestation Form (Batched Applicant).pdf*
3. Applicants must assure that fee payment is made or alternate arrangements have been approved by the FCB.

#### Employer Directions:

1. Complete the appropriate section of either version of the *CW Workforce Caseload Relief Reinstatement Program Application- Application and Employer Attestation Form* for eligible applicants.
2. Provide the completed .pdf file and an electronic copy of the applicant's current eligible position description to the appropriate point of contact to submit to the FCB on the applicant's behalf. The FCB will not accept forms submitted by the applicant or other unauthorized individual. Please contact the FCB at 850-222-6314 if you have questions about the point of contact or other documentation submission questions.

#### Point of Contact Directions:

1. Coordinate with employers to determine:
  - a. Which form version will be used with eligible applicants?
  - b. Who will complete the employer section of the forms?
  - c. Who will provide electronic copies of official position descriptions for eligible applicants?
  - d. How will completed forms and supporting documentation be provided to the point-of-contact to submit to the FCB on the applicant's behalf?
  - e. How will the reinstatement fee(s) be paid? Who will communicate fee payment responsibility to the applicant and/or FCB?
2. Gather completed Conduct tasks necessary to gather, review for completeness, and submit complete forms and electronic position description documentation to FCB for eligible applicants.



# CW Workforce/Caseload Relief Reinstatement Program Application & Employer Attestation Form (Batched Applicants)

## Directions

This form is for employers who will ‘batch’ eligible employee applicants seeking reinstatement of an eligible child welfare credential under the FCB’s Child Welfare Workforce/Caseload Relief Reinstatement Program.

1. The entire application is completed by the employer.
2. The complete form and a copy of each distinct applicant’s current position description must be included with the application.
3. Fee payment must be made by the applicant or arranged through written agreement with FCB prior to reinstatement.
4. Applicants who have maintained consistent employment with an FCB-recognized employer since credential expiration will not be required to retest. Applicants who have been re-employed for less than 12-months prior to application are subject to a professional and personal credentialing review which may result in additional continuing education, supervision, work experience, or testing requirements.

<b>Part 1: Employer Eligibility Attestations.</b>	
Individual Completing Form _____	
Email Address _____	Phone Number _____
Position Title _____	
<p>1. Each applicant identified in Part 2 is currently employed in the eligible position stated on the form and meets the FCB CW Workforce/Caseload Relief Reinstatement policy requirements.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>2. Each applicant identified in Part 2 continues to be deemed ‘eligible’ in the state’s Level 2 background clearinghouse.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>3. An official position description for each Position Title listed in part 2 is provided in support of this reinstatement application.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>4. The \$350 reinstatement fee will be paid by the following method: <input type="checkbox"/> Applicant Self-Pay <input type="checkbox"/> Employer Pay</p>	
<p>5. By my signature, I attest that the above material is true to the best of my knowledge, documentation supporting each attestation is maintained by the applicant’s employer, and such documentation will be made available to FCB in case of audit.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>_____ Signature (FCB accepts both manual and electronic signatures)</p>	<p>_____ Date</p>

