



Department of Social Work  
School of Urban Affairs and Public Policy  
113 McCord Hall  
Memphis, TN 38152  
Phone: 901-678-3198  
Fax: 901-678-2981

Dear Student,

For the past few years, the Tennessee Department of Children's Services (DCS) has offered Bachelor's level Social Work majors with an opportunity to be part of a program in which students are eligible to receive 3 - 4 semesters of tuition and stipend assistance from DCS in exchange for the student's agreement to work for DCS for 18-24 months after graduation.

If you are interested in working for DCS, this is an excellent opportunity to have a significant portion of your undergraduate education paid for, but please note the reciprocal responsibility of working for the Department of Children's Services after graduation. Students are eligible to apply when they have 3 - 4 semesters remaining in their program of study (as of Fall 2016). In the sequence of social work courses, this generally means students who are taking SWRK 3902 or SWRK 3903 in the Fall or Spring semesters.

Students who are accepted into this program are required to take two additional social work courses (SWRK 4934 and SWRK 4935) and complete their field placement at DCS during the normal workday hours of 8:00am - 5:00pm. If you are interested in learning more about this opportunity, please visit the DCS website at: <http://www.tn.gov/dcs/topic/For-Social-Work-Majors>. DCS is accepting applications for admission to the program for those students who would be eligible to join the program next Fall 2016. All application materials must be submitted to DCS no later than:

- June 15 for Fall admission
- November 15 for Spring admission

If you want to apply for the program (and have 3-4 semesters remaining before you graduate), please complete the forms that are available on the above site (click *Application Process* link at the bottom of website page) and send them back to the central office of DCS. Some of the application materials will take a while to gather so please make sure you download the application packet and complete the materials well ahead of the deadline.

Based on their review of applications, DCS will select the students they would like to interview for possible enrollment in the program. If you are one of those students, DCS will contact you directly about scheduling an interview with DCS program staff and Social Work faculty.

In order to help you be more informed about the program, the Program Specialist for the DCS BSW/BSSW Tuition Assistance Program, Ms. Brittany Greene, has agreed to come to the University of Memphis on February 25-26 to speak to University of Memphis Social Work students about the program. She will be speaking in a number of classes, as well as at the times indicated on the attached flyer. If you have any questions, you are welcome to contact me at [ldsmmons@memphis.edu](mailto:ldsmmons@memphis.edu) or at (901) 678-3198

Sincerely,

Lamont D. Simmons, EdD, MSW  
Assistant Professor  
113 McCord Hall