

Agency Letterhead

<DATE>

Cal Poly Humboldt
Department of Social Work
Title IV-E Child Welfare Training Project

Attn: Jeffrey McKay, Project Coordinator
1 Harpst Street
ARCATA, CA 95521

RE: <STUDENT NAME>, Title IV-E Project Letter of Support

Dear Mr. McKay:

This letter of support is being written on behalf of <STUDENT NAME> who is participating as a student in the **Master** of Social Work DL Program. The **MSW DL** program is a 3.5 year program. <STUDENT NAME> is employed in our Social Services Department and is performing as a capable **JOB TITLE**. We support <STUDENT NAME>'s participation in the **MSW** Program and the Title IV-E Child Welfare Training Project.

We understand that the student's **MSW** program requires two child welfare field placements of 480 hours each, which are scheduled during the student's first and third years in the MSW program. <STUDENT NAME> will be given priority for field placement here in Child Welfare Services. We will seek to modify their work assignment and otherwise support their internship while they are assigned to a field placement. We **will/will not** be able to provide a Field Instructor (supervisor for field experience) for any field placement in our agency.

Upon <STUDENT NAME'S> graduation from the **MSW** Program, we will follow the agreed guidelines for consideration of an entry-level MSW position with Child Welfare Services.

Sincerely,

<DIRECTOR'S NAME>
<DIRECTOR'S TITLE>