



LOS ANGELES COUNTY  
DEPARTMENT OF MENTAL HEALTH  
550 S. VERMONT AVE., LOS ANGELES, CA 90020 [HTTP://DMH.LACOUNTY.GOV](http://DMH.LACOUNTY.GOV)



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## *LAC DMH STIPEND PROGRAM INFORMATION 2014-15*

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The Los Angeles County Department of Mental Health (LAC DMH) announced it will be awarding educational stipends to MFT students for the 2014-2015 academic year. The goal of the LA County DMH Stipend Program is to increase the public mental health workforce with qualified individuals committed to providing services in high priority areas. The Greater Los Angeles Consortium of MFT Educators and Clinical Directors coordinates the MFT Stipend Program under the administration of Phillips Graduate Institute, Chatsworth, CA.

### **Stipend Objectives**

1. To recruit graduate students who have linguistic capacity to provide services in one of the threshold languages in areas identified as high need. The threshold languages include Arabic, Armenian, Cambodian, Farsi, Korean, Russian, Spanish, Tagalog, Vietnamese, Cantonese, Mandarin, and additional Chinese dialects.
2. To recruit graduate students who have cultural competency and the capacity to provide culturally appropriate and sensitive services to consumers in areas identified as high need.
3. To recruit graduate students who are committed to secure employments in areas the County has designated as a workforce priority. These areas are currently identified as Service Area 1 (Antelope Valley), Service Area 4 (Downtown Los Angeles), Service Area 6 (South Los Angeles), Service Area 7 (East Los Angeles), services in juvenile justice programs and the jail system throughout the county, Specialized Foster Care (Katie A), and programs funded through the Mental Health Services Act.
4. To recruit graduate students who have prior experience in the mental health delivery system of the LAC DMH through previous or current employment or through practicum (traineeship) training.
5. To recruit graduate students who have prior training or experience with public mental health services provided to veterans, either through practicum (traineeship) training or through curriculum specialization.
6. To recruit graduate students who have prior training or experience with public mental health services provided to older adults, either through practicum (traineeship) training or through curriculum specialization.

### **Serving Older Adults**

Towards the objective of serving older adults, seven of the stipends will be awarded to student applicants with older adult experience and a commitment to working with an older adult program. Students receiving one of the designated Older Adult stipends will be provided through the Older Adult Division of the LAC DMH with training opportunities on serving older adults and connections to open job opportunities.

### **Stipend Amount and Commitment**

LAC DMH will be awarding up to 52 educational stipends of \$18,500 to eligible graduates. As noted above, seven (7) of these stipends will be awarded to students qualified to serve older adults. Stipend recipients will need to be employed full time for one year as an MFT Intern in a public mental health agency, either directly operated by or contracted with LAC DMH.

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### **Eligibility for LAC DMH Stipends**

Students in the last year of pursuing their graduate degree who will be graduating between July 1, 2014 and June 30, 2015, may be eligible for these stipends. In addition, students need to meet the following criteria:

- Must be in a regionally accredited school that is a member of the Greater LA Consortium
- Must pass a criminal record background check (Live Scan prints will be required when applying for employment)
- Must be able to legally work in the United States
- Must be willing to commit to one year of full time employment at a DMH funded agency after graduation
- Must be eligible to register as an MFT Intern upon graduation

### **Recruitment of Eligible Students**

Students will be recruited from the MFT schools that participate in the Greater Los Angeles Consortium of MFT Educators and Agency Directors. LA County Department of Mental Health has partnered with the MFT Consortium of Greater Los Angeles in addressing the County's shortage of qualified mental health practitioners capable of providing culturally and linguistically competent services in certain geographic areas, or specialized treatment programs, or in programs serving older adults. Administration of the stipend program on behalf of this partnership is provided by Phillips Graduate Institute in Chatsworth, CA.

### **Application Requirements**

Only students recommended by their MFT academic programs will be considered for the LAC DMH Stipend Program. Schools will only recommend students that meet the eligibility requirements listed above. Applications will not be processed from students that are not included on their school's recommended list.

- Notify your academic representative of your interest in applying to the LAC DMH MFT Stipend Program.
- Complete the *LAC DMH Stipend Program Application 2014-15*. The application will be available September 17, 2014 at the website of Phillips Graduate Institute, [www.pgi.edu](http://www.pgi.edu) under the MFT Consortium link. Make sure that you fully and accurately complete the applicant identifying information, that you have selected your qualifying criteria, and have checked the designated need areas of employment preference.
- Complete the four essays. Your responses need to be brief (limited to 150 words per essay) yet informative enough to convey the strengths you bring to public mental health practice. Your responses should also support the qualities you identified in the "Selection of Qualifying Criteria." Do not include other material such as a résumé.
- Complete the *W-9 Federal Tax Form*. Make sure you include your address and social security number and that you have signed the form. Note that the stipend check will be mailed to the address in this form. Only the first page of the W-9 document needs to be returned with your completed application.
- Mail together the completed application, essay responses and the first page of the W-9 document by November 5, 2014 to the following: José Luis Flores, MA, Los Angeles County MFT Stipend Program, Phillips Graduate Institute, 19900 Plummer Street, Chatsworth, CA 91311.

### **Ineligible Applications**

Applications received after November 5, 2014 will not be processed. In addition, applications submitted incomplete or with an incomplete W-9 form will not be processed. Applications from students that are not recommended by the school's stipend representative will not be eligible.

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### **Notification of Application Received**

Applications will be reviewed to ensure that all required items are completed. Applicants will be notified after the deadline that their application was received and whether it qualifies. Applications submitted late (postmarked after November 5, 2014), incomplete applications, and applications from students not on the school's recommended list will not qualify. Applicant's qualifications will be based on the information provided in the application. Changes, corrections or additions to submitted applications cannot be made after the deadline.

### **Notification of Stipend Selection**

Qualifying applications will be considered by the LAC DMH for stipend selection. Members of the awards panel that read and score the applications consist of county representatives and professionals from mental health agencies. School representatives or personnel of Phillips Graduate Institute do not participate in the awards panel. The LAC DMH selects stipend recipients based on the scores. Applicants selected for a stipend will be notified via email and will be required to attend the Stipend Information Session, see note below. Communication with applicants will be through the first email address provided in the Applicant Identifying Information.

### **LAC DMH Information/Contract Signing Session**

Applicants selected to receive a stipend must attend a Stipend Orientation Session conducted by LAC DMH. The Stipend Orientation Session will be held at Phillips Graduate Institute in Chatsworth, CA on December 2, 2014 from 9:30 to Noon. **Attendance at the Stipend Orientation Session is required.** Late arrival may disqualify the student from receiving the stipend. The *LAC DMH Stipend Contract* will be distributed and signed during the Stipend Orientation Session. The contract is an agreement between LAC DMH and the student and outlines the responsibilities of each party. The contract also outlines options for stipend repayment if the stipend recipient does not graduate by June 30, 2015, does not obtain employment in a DMH agency, or does not complete one year employment in a DMH agency.

### **Distribution of Stipend Amount**

The stipend funds will be dispensed to student-awardees through Phillips Graduate Institute and is intended to occur within 60 days of the Stipend Orientation Session when all students have signed the county contract, pending finalization by the County and transfer of funds to Phillips Graduate Institute.

### **Verification of Employment**

Students awarded a stipend will need to verify obtaining employment in a DMH, or DMH contracted agency in compliance with the contract agreement. To verify employment, an administrator of that agency will need to submit the *DMH Verification of Employment Form*. The form will verify that the agency is a DMH contracted facility and that the stipend recipient has been employed as a mental health provider. The form will also verify if the stipend recipient is employed in a designated high need area, or is providing services to consumers using one of the threshold languages, or is providing services to older adults. The verification form needs to be mailed to Phillips Graduate Institute by the agency's administrator. This form will be available to the students that have been awarded a stipend and have signed the *LAC DMH Stipend Contract*.

<b>APPLICATION DEADLINE: NOVEMBER 5, 2014</b>
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