

# SOCIAL WORK LICENSING BOARD

## Enabling Laws

Act 16 of 2005  
A.C.A. §17-103-201

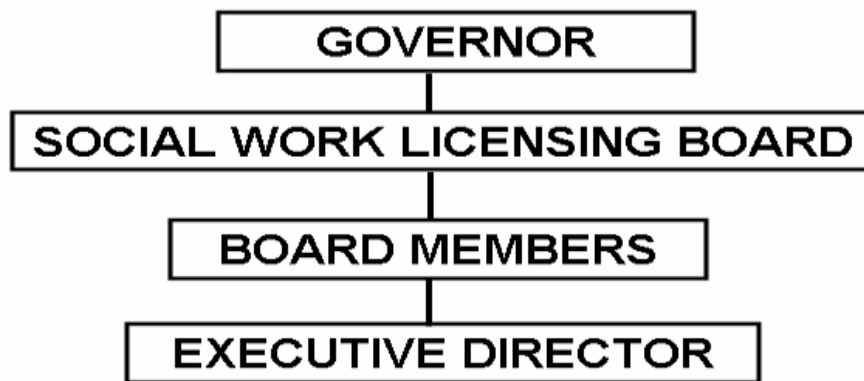
## History and Organization

Act 791 of 1981 created the Social Work Licensing Board and dissolved the Board of Social Work Registration. All records and equipment were transferred from the Board of Social Work Registration to the Social Work Licensing Board. The Social Work Licensing Board, which became fully operational in 1982, is funded solely by the collection of fees.

Act 760 of 1987 made state employees with job classifications of Family Service Worker and Social Service Worker exempt from licensure. Act 40 of 1989 increased fees for the operation of the Social Work Licensing Board. Act 1317 of 1997 mandated state and national criminal background checks for all new applicants for social work licensure and all currently licensed social workers. Act 1481 of 2001 increased fees for the Social Work Licensing Board, Act 1274 of 2003 requires Licensed Certified Social Workers in the private/independent practice of social work to display their licenses, and Act 281 of 2005 extended the provisional license for social workers to one year.

In February 2000, the Board's web site became operational as a means of communication to the public and to the 2,538 currently licensed social workers. The Board has nine members and one full-time employee.

The mission of the Social Work Licensing Board is to protect the public by setting standards of qualification, training and experience for those who seek to represent themselves to the public as social workers and by promoting high standards of professional performance for those engaged in the practice of social work.



## Agency Commentary

The Social Work Licensing Board is responsible for issuing licenses and regulating the practice of social work. Funding for this appropriation is from special revenues derived by the collection of application and license renewal fees. The total Base Level for the agency is \$104,883 in FY08 and \$104,883 in FY09.

The Board is requesting an increase in the Operating Expenses line item of \$2,000 each year to cover anticipated increases in postage, rent, board member travel expenses and office supplies.

The Board is requesting approval for an Extra Help position to assist the Executive Director with the day-to-day operations of the Board. The current Executive Director who has held the position for 22 plus years plans to retire August 1, 2007. Extra Help appropriation and Personal Services Matching are needed for the position.

The Board is requesting an amendment to A.C.A. 25-16-904 to include Social Work Licensing Board members. Appropriation in the amount of \$9,882 is needed each year to pay the stipend. The Board has nine (9) members who meet a minimum of twelve (12) times per year.

An increase of \$200 each year is needed for refunds. One-half of the application/initial licensure fee is refunded when an application is denied.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS SOCIAL WORK LICENSING BOARD  
FOR THE YEAR ENDED JUNE 30, 2005

Findings	Recommendations
None	None

## Employment Summary

	Male	Female	Total	%
White Employees	0	1	1	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			1	100 %

## Publications

### A.C.A 25-1-204

Name	Statutory Authorization	Required for		# Of Copies	Reason (s) for Continued Publication and Distribution
		Governor	General Assembly		
Annual Report	ACA 17-103-203(6)	N	N	50	Required by Law for Public Use
Board Meeting Minutes	ACA 25-1-204	N	N	20	Required by Regulations for Public Use
Code of Ethics / Standards for practice	ACA 17-103-203(4)	N	N	2,600	An updated Social Work Licensing Law and Regulations booklet that includes the Code-of Ethics/Standards for Practice is published when there is a change in law or regulations.
Financial Report	ACA 17-103-203(8)	N	N	50	Required by Law for Public Use.
Newsletter	ACA 25-1-204	N	N	2,600	A newsletter is published several times a year as a means for communicating with licensed social workers.

**Agency Position Usage Report**

FY2004-2005						FY2005-2006						FY2006-2007					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
1	1	0	1	0	0.00%	1	1	0	1	0	0.00%	1	1	0	1	0	0.00%

## **Analysis of Budget Request**

**Appropriation:** 2KZ - Social Work Licensing

**Funding Sources:** SSW - Social Work Licensing Fund

The Social Work Licensing Law (A.C.A. 17-103-101 et seq.) requires individuals who practice social work or represent themselves to the public as social workers to be licensed.

"Social work practice" is defined as a professional service which effects change in social conditions, human behavior, and emotional responses of individuals, couples, families, groups and organizations. "Social work practice" can only be performed with specialized knowledge and skills related to human development, the potential for human growth, the availability of social resources, and the knowledge of social systems. The disciplined application of social work knowledge and skills includes, but is not restricted to, the following:

- Counseling with individuals, couples, families, and groups for purposes of assessment and enhancement of the problem-solving and coping capacities of people; and
- The application of social work knowledge and skills in social planning, administration and research.

The operations of the Social Work Licensing Board are funded from special revenues derived by the collection of application and license renewal fees authorized by Arkansas Code §17-103-205.

A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. FY07 salary levels have been held flat each year for all incumbents. Personal Services Matching may reflect increases in the Base Level due to the Social Security Tax maximum income limit and certain increases in Worker's Compensation and Unemployment Tax rates. Personal Services Matching also includes a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

The Base Level request of the Board for the 2007-2009 Biennium is \$104,883 each year of the biennium.

The Change Level requests of the Board total \$33,624 each year of the biennium. The following delineates the agency request:

- \$2,000 each year of the biennium in the Operating Expenses line item to cover anticipated increases in postage, rent, board member travel expenses and office supplies.
- The establishment of one (1) Extra Help position along with \$20,000 each year of the biennium in Extra Help appropriation and associated Personal Services Matching appropriation. This position is requested to provide additional help while the Board transitions through the Executive Director retiring in August 2007.
- \$9,180 each year of the biennium along with associated Personal Services Matching appropriation to allow Board members to receive stipend payments.
- \$200 each year of the biennium in the Refunds/Reimbursements line item to allow for projected increases in refunds. One-half of the application/initial licensure fee is refunded when an application is denied.

The Executive Recommendation provides for the Agency Request with the exception of the Operating Expenses line item where Base Level is recommended. Additionally, in FY2009, an appropriation level of \$10,000 in Extra Help appropriation and the associated level of Personal Services Matching are recommended.

## Appropriation

**Appropriation:** 2KZ Social Work Licensing  
**Funding Sources:** SSW - Social Work Licensing Fund

Commitment Item	Historical Data			Agency Request and Executive Recommendation			2008-2009		
	2005-2006 Actual	2006-2007 Budget	2006-2007 Authorized	2007-2008			Base Level	Agency	Executive
Regular Salaries 5010000	38,985	40,194	40,194	40,194	49,374	49,374	40,194	49,374	49,374
<b>#Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Extra Help 5010001	0	0	0	0	20,000	20,000	0	20,000	10,000
<b>#Extra Help</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>
Personal Services Matching 5010003	11,728	12,255	11,397	12,339	14,583	14,583	12,339	14,583	13,812
Operating Expenses 5020002	23,818	37,050	37,050	37,050	39,050	37,050	37,050	39,050	37,050
Conference & Travel Expenses 5050009	1,937	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300
Professional Fees 5060010	1,543	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements 5110014	860	1,000	1,000	1,000	1,200	1,200	1,000	1,200	1,200
Capital Outlay 5120011	0	2,000	2,000	0	0	0	0	0	0
<b>Total</b>	<b>78,871</b>	<b>106,799</b>	<b>105,941</b>	<b>104,883</b>	<b>138,507</b>	<b>136,507</b>	<b>104,883</b>	<b>138,507</b>	<b>125,736</b>
<b>Funding Sources</b>									
Fund Balance 4000005	188,786	230,266		241,467	241,467	241,467	222,960	222,960	224,960
Special Revenue 4000030	120,351	118,000		86,376	120,000	120,000	91,376	125,000	125,000
<b>Total Funding</b>	<b>309,137</b>	<b>348,266</b>		<b>327,843</b>	<b>361,467</b>	<b>361,467</b>	<b>314,336</b>	<b>347,960</b>	<b>349,960</b>
Excess Appropriation/(Funding)	(230,266)	(241,467)		(222,960)	(222,960)	(224,960)	(209,453)	(209,453)	(224,224)
<b>Grand Total</b>	<b>78,871</b>	<b>106,799</b>		<b>104,883</b>	<b>138,507</b>	<b>136,507</b>	<b>104,883</b>	<b>138,507</b>	<b>125,736</b>

The FY06 Actual and FY07 Budgeted amounts for Personal Services Matching exceed the authorized amount due to matching rate adjustments during the 2005-2007 biennium.

## Change Level by Appropriation

**Appropriation:** 2KZ-Social Work Licensing  
**Funding Sources:** SSW - Social Work Licensing Fund

### Agency Request

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>104,883</b>	<b>1</b>	<b>104,883</b>	<b>100.0</b>	<b>104,883</b>	<b>1</b>	<b>104,883</b>	<b>100.0</b>
C01	Existing Program	23,742	0	128,625	122.6	23,742	0	128,625	122.6
C02	New Program	9,882	0	138,507	132.0	9,882	0	138,507	132.0

### Executive Recommendation

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>104,883</b>	<b>1</b>	<b>104,883</b>	<b>100.0</b>	<b>104,883</b>	<b>1</b>	<b>104,883</b>	<b>100.0</b>
C01	Existing Program	21,742	0	126,625	120.7	10,971	0	115,854	110.4
C02	New Program	9,882	0	136,507	130.1	9,882	0	125,736	119.8

### Justification

C01	The Board is requesting an increase in the Operating Expenses line item of \$2,000 each year to cover anticipated increases in postage, rent, board member travel expenses and office supplies. The Board is requesting approval for an Extra Help position to assist the Executive Director with the day-to-day operations of the Board. The current Executive Director who has held the position for 22 plus years plans to retire August 1, 2007. Extra Help appropriation and Personal Services Matching are needed for the position. An increase of \$200 each year is needed for refunds. One-half of the application/initial licensure fee is refunded when an application is denied.
C02	The Board is requesting an amendment to A.C.A. 25-16-904 to include Social Work Licensing Board members. Appropriation in the amount of \$9,882 is needed each year to pay the stipend. The Board has nine (9) members who meet a minimum of twelve (12) times per year.