



Michigan Department of Education Office of Special Education  
November 2023

# Initial Administrative Rule Waiver Application for School Social Worker (SSW) Requirement Under Rule 340.1799f

To address the SSW shortage, this waiver application is specific to seeking Michigan Department of Education (MDE) approval to fill a SSW position with a Master’s level social worker who enrolls in an approved SSW program, without having to complete the program before employment.

The *Individuals with Disabilities Education Act* (IDEA) indicates states can change their established standard, but they cannot waive any of the requirements on an emergency, temporary, or provisional basis. 34 CFR 300.156(2)(i).

Under section 380.1281(3) of the Revised School Code, the MDE may grant to a school district a waiver of an administrative rule when the district demonstrates it can meet the intent of the rule in a more effective, efficient, or economical manner or the waiver is necessary to stimulate improved pupil performance.

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## Process

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Upon demonstrating the waiver conditions are met, the MDE may grant a one-year renewable waiver to allow a district or intermediate school district (ISD) to hire a Master’s level social worker enrolled in an approved school social worker program at an institute of higher education (IHE), during the Fall, Winter, or Spring semester of the current school year, to fill the position of SSW. The candidate MUST work under the supervision of a fully approved school social worker.

The waiver may be renewed for one additional year for the same candidate.

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## Applicant Information

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### Contact Information

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Applicant District \_\_\_\_\_ District Code \_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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Contact Person \_\_\_\_\_ Title \_\_\_\_\_

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Telephone \_\_\_\_\_ Email \_\_\_\_\_

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## Waiver Request

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### Rationale

Explain how this waiver will allow the district to meet the intent of the rule in a more effective, efficient, or economical manner or why the waiver is necessary to stimulate improved pupil performance.



## Conditions and Documentation

1. To ensure the district has attempted to fill the position of school social worker for a reasonable time, without success, the district must provide the evidence below:
  - a. A dated copy of the original posting, as well as any subsequent postings, for a school social worker whose job description includes the requirement for MDE full or temporary approval.
  - b. Documentation indicating the number of Master's level licensed school social work candidates with MDE approval who applied for the position and reasons they were not selected.
2. To ensure the waiver requirements are met, the district must provide the evidence below:
  - a. A copy of the candidate's current Michigan Master's level social work license.
  - b. A copy of a registration form, bill, or letter showing enrollment in the required school social work courses at an approved IHE during Fall, Winter, or Spring semester of the current school year.
  - c. A statement indicating the candidate will work under the direction of a fully approved school social worker provided by the district.

## Professional Practices

Has the individual been convicted of (or pled no contest to) a misdemeanor or felony?

Yes      No

Has this conviction previously been disclosed to the Michigan Department of Education?

Yes      No      N/A

Regarding the individual's social work license:

Has the license ever been suspended or revoked?

Yes      No      N/A

Is there currently action pending against the license?

Yes      No      N/A

Has the individual ever surrendered or nullified their license?

Yes      No      N/A



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## Assurance Statement

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The information in this application has been reviewed and is true to the best of our knowledge. We assure the purpose of the waiver as described in this application will be fulfilled, that it meets the criteria of the act, that it does not compromise equal opportunities for learning, and that this plan is not detrimental to the educational interests of pupils.

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Superintendent/Designee Signature

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Date

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## Submit Form

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Mail, email, or fax this form to:

Michigan Department of Education

Office of Special Education

P.O. Box 30008

Lansing, MI 48909

Email: [mde-ose@michigan.gov](mailto:mde-ose@michigan.gov)

Fax: 517-241-7141

**Contact phone:** 888-320-8384