NURSE Corps
Loan Repayment Program

Fiscal Year 2019
Continuation Contract
Application & Program Guidance
August 2018

Application Submission Deadline: October 4, 2018, 7:30pm ET

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration
Bureau of Health Workforce
5600 Fishers Lane
Rockville, Maryland 20857

For questions, please call 1-800-221-9393 (TTY: 1-877-897-9910) Monday through Friday (except federal holidays) 8:00am to 8:00pm ET.

Authority: Section 846 of the Public Health Service Act, as amended (42 U.S.C. 297n). Future changes in the governing statute, implementing regulations, and Program Guidance may also be applicable to the NURSE Corps Loan Repayment Program participants.
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PRIVACY ACT NOTIFICATION STATEMENT

General
This information is provided pursuant to the Privacy Act of 1974 (Public Law 93-579), as amended, for individuals supplying information for inclusion in a system of records.

Statutory Authority
Section 846 of the Public Health Service Act, as amended (42 U.S.C. 297n).

Purposes and Uses
The purpose of the NURSE Corps Loan Repayment Program (LRP) is to provide loan repayment assistance to professional Registered Nurses (RNs), including Advanced Practice Registered Nurses (APRNs), in return for a commitment to working at eligible health care facilities with a critical shortage of nurses or serving as nurse faculty in eligible schools of nursing. The information applicants supply will be used to evaluate their eligibility, qualifications, and suitability for participating in the NURSE Corps LRP. In addition, information from other sources will be considered (e.g., credit bureau reports).

An individual’s contract, application, required supplemental forms, supporting documentation, related correspondence, and data are maintained in a system of records to be used within the U.S. Department of Health and Human Services to monitor NURSE Corps LRP-related activities. The information may also be disclosed outside the Department, as permitted by the Privacy Act and Freedom of Information Act (FOIA), to the Congress, the National Archives, the General Accountability Office, and pursuant to court order and various routine uses in the System of Record Notice 09-15-0037.

The name of a NURSE Corps LRP participant, discipline, specialty, business address, business telephone number, and service obligation completion date may be provided to professional placement firms in response to requests made under FOIA.

Effects of Nondisclosure
Disclosure of the information sought is voluntary; however, if not submitted, except for the replies to questions related to race/ethnicity, an application may be considered incomplete and therefore may not be considered for funding under this announcement.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current OMB control number. The current OMB control number for information collected through this application process is 0915-0140 and the expiration date is 05/31/2021. Public reporting burden for this collection is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information,
including suggestions for reducing this burden, to HRSA Reports Clearance Office, 5600 Fishers Lane, Room 14N39, Rockville, Maryland 20857.

Non-Discrimination Policy Statement
In accordance with applicable federal laws and U.S. Department of Health and Human Services policy, the Department does not discriminate on the basis of any non-merit factor, including race, color, national origin, religion, sex, sexual orientation, gender identity, disability (physical or mental), age, status as a parent, or genetic information.
PROGRAM OVERVIEW

Please read the Application and Program Guidance (Guidance) in its entirety before proceeding with an application. The Guidance explains in detail the rights and obligations of individuals selected to participate in the NURSE Corps LRP and outlines the financial, legal, and other consequences of failing to perform the mandatory service obligation associated with the NURSE Corps LRP Award.

INTRODUCTION

While the supply of nurses differs across geographic regions, there continues to be a need to address the nursing workforce distribution in critical shortage facilities (CSFs) across the United States. Many factors will continue to affect the regional demand for and supply of the nurse workforce. These include population growth, an aging population, overall economic conditions, aging of the nursing workforce, demand for health services broadly and within specific health care settings, and health care reimbursement. The NURSE Corps LRP provides awards to nurses in exchange for a service commitment in a CSF and to nurse faculty who teach and train the nurses.

The NURSE Corps LRP is administered by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS). The NURSE Corps LRP Continuation Contract is an obligation to serve full-time for one (1) additional year at an eligible CSF or eligible school of nursing. It offers current participants who have successfully completed their initial two-year service obligation the option to reduce their approved qualifying educational loan balances by providing a third year of service. In exchange, HRSA will pay an additional 25 percent of the participant’s original qualifying educational loan balance. All potential NURSE Corps LRP Continuation Contracts are subject to the availability of funds and are not guaranteed.

Participants applying for a NURSE Corps LRP Continuation Contract cannot request to switch to a different service option. For example, if a participant is serving under an initial two-year contract as an RN at a CSF, the individual will not be allowed to switch and serve as nurse faculty in an eligible school of nursing.

ELIGIBILITY REQUIREMENTS AND AWARD PROCESS

Eligibility Requirements

To be eligible for a NURSE Corps LRP Continuation award, an applicant must:

1. Be a current participant serving full-time at an eligible CSF or eligible school of nursing, as approved by the NURSE Corps LRP under the initial two-year contract;
   a. Applicants are required to review and verify their current service site’s name and address and initiate an electronic Employment Verification Form (EVF). The EVF must be completed by an appropriate official/point of contact (POC) at the approved CSF or eligible school of nursing. This may be the applicant’s immediate supervisor or an employer or NURSE Corps pre-existing authorized agent in the human resources
b. If the POC does not submit a completed EVF, or the EVF is not completed by the
appropriate official, the application is considered incomplete and the applicant will
not be able to submit the application. If the applicant’s authorized POC is not listed,
is incorrect, or has changed, the applicant may enter the correct POC’s email address
in the “Other POC email” section of the application;

(2) Have a current, full, permanent, unencumbered, unrestricted license to practice as an RN or
APRN in the state in which employed or authorized to practice pursuant to the Nurse Licensure
Compact. All NURSE Corps LRP participants must retain an RN or APRN license during the one-
year NURSE Corps LRP Continuation Contract service obligation period;

(3) Have applied all the NURSE Corps LRP payments received after federal tax withholding under
the initial two-year contract to reduce the original qualifying educational loan balances;
   a. Applicants must submit a loan account statement to show the principal and interest
      of the current loan balances. The account statement must include the lender’s name,
      applicant’s name, account number and the current loan balance with principal and
      interest.
   b. Applicants must submit a disbursement report that shows the approved educational
      loans listed on the Payment Authorization Worksheet (PAW). Each loan must have its
      original loan amount, the original loan date, type of loan, and the consolidation dates,
      if applicable. For federal loans, the Aid Summary Report on the National Student
      Loan Data System website can be provided instead of the disbursement report.

(4) Have no adverse information reported to the National Practitioner Databank (NPDB).
   Applicants who have adverse information on a NPDB report may not be awarded a NURSE
Corps LRP Continuation Contract until we have an opportunity to further review and reach a
determination of the adverse actions contained in the report.

(5) Have no current federal service obligation other than the NURSE Corps LRP. The only
   exception is for members of a reserve component of the Armed Forces or the National Guard;
   a. Reservists should note the following: Military training or service performed by
      reservists will not satisfy the NURSE Corps LRP obligation. If a participant’s combined
      military training and service, or other absences from the CSF or school of nursing, will
      exceed 7 weeks (35 workdays) per service year, the participant should request a
      suspension; payments will be stopped, and will resume when the reservist returns to
      full-time service. The service obligation end date will be extended to compensate for
      the break in service.

(6) Have a history of honoring prior legal obligations. Please be advised that a credit check will
   be performed as part of the application review process. Applicants having one or more of
   the following factors will not be selected:
   a. Defaulted on any federal payment obligations (e.g., Department of Education student
      loans, Health Education Assistance Loans, Nursing Student Loans, federal Housing
      Administration Loans, federal income tax liabilities, federally-guaranteed/insured
      loans (e.g., student or home mortgage loans));
   b. Defaulted on any non-federal payment obligations (e.g., court-ordered child support
      payments, state tax liabilities, mortgage payments, debarred, suspended, or
      disqualified by a federal agency from participating in covered transaction, etc.); and
(7) Have met all program eligibility requirements listed in number one through six of this section, be in full compliance with the existing NURSE Corps LRP service obligation, and agree to work for the duration of the NURSE Corps LRP Continuation Contract at the CSF or school of nursing as was approved by the NURSE Corps LRP under the initial two-year contract.

Eligible Health Care Facility Types
To be eligible for a continuation award, an applicant must be working at an eligible CSF or school of nursing. If the CSF loses its Health Professional Shortage Area (HPSA) designation (i.e., all applicable primary medical care and/or mental health HPSA designations are withdrawn) or changes to a for-profit status, or an eligible school of nursing loses its accreditation or changes to a for-profit status, a participant working at that site will not be eligible for a NURSE Corps LRP Continuation Contract award.

If a participant wishes to change their service site, the individual must request and receive approval prior to applying for a NURSE Corps LRP Continuation Contract. Please see “Transfer Request to Another Approved Service Site” section below for additional information.

Selection Factors and Funding Preferences
Among eligible applicants, the NURSE Corps Loan Repayment Program determines loan repayment awardees using various selection factors and funding preferences.

Funding Preferences
If sufficient funds are not appropriated to fully fund all eligible continuation applications, HRSA will apply the statutory preference in the Public Health Service Act Section 846(e) for qualified applicants with the greatest financial need based on their debt to salary ratio.

Qualifying and Non-Qualifying Educational Loans
Government and private (commercial) loans for actual costs paid for tuition and reasonable educational and living expenses incurred (1) while attending a school of nursing where the applicant obtained a qualifying nursing education, and (2) while taking prerequisite courses at schools other than the school(s) of nursing, provided that the applicant received academic credit for those courses, from the school of nursing where the applicant obtained the qualifying nursing education.
Participants will receive funds for repayment of outstanding qualifying educational loans. If the applicant has consolidated qualifying educational loans with any other debt or consolidated the loans with loans of another individual, the consolidated loan is ineligible.

Award Process
If a participant is selected for a NURSE Corps LRP Continuation Contract, the individual’s signed Continuation Contract is then countersigned by the Secretary of HHS or designee. Once the participant has completed the service obligation under the initial two-year contract, the Continuation Contract service obligation will commence and the individual will begin to accrue service credit under the Continuation Contract.
An applicant may withdraw the application (via the BHW Customer Service Portal) at any time prior to the Secretary of HHS or designee counter-signing the NURSE Corps LRP Continuation Contract. Once the contract is counter-signed, the applicant is obligated to provide one year of full-time service at the CSF or eligible school of nursing identified in the application immediately following completion of the service obligation under the initial two-year contract. If an applicant fails to commence service on the effective date of the contract, the applicant will be in breach of the contract, and may be placed in default. If placed in default, an applicant may become permanently disqualified from receiving future awards under the NURSE Corps LRP and some other federal programs.

UNDERSTANDING THE CONTRACT AND SERVICE OBLIGATION

Service Obligation
NURSE Corps Loan Repayment Program Continuation service obligation is for one additional year.

Taxes and Financial Implications
(1) NURSE Corps LRP payments are subject to federal taxes. The NURSE Corps LRP will withhold federal income tax and federal insurance contributions Act (FICA) tax (for Social Security and Medicare) from a participant’s award. These taxes will be paid directly to the IRS on the participant’s behalf. All NURSE Corps LRP payments and federal taxes withheld will be reported to the participant and the IRS on a Form W-2 after the end of the tax year. Loan repayment payments may also be subject to State and local income taxes. Loan repayments paid to the participant after federal tax withholding can only be used to repay qualifying educational loans.

(2) Each January, participants will receive a W-2 Wage and Tax Statement for the taxable income received under the NURSE Corps LRP during the prior tax year. Participants may sign up to have their W-2 form posted in the BHW Customer Service Portal account. W-2 forms are expected to be posted no later than January 30 of each year. If a participant’s W-2 Wage and Tax Statement is not available by that date, participants are to submit an inquiry via the BHW Customer Service Portal. Participants may also choose to have their W-2 mailed to the address listed in the BHW Customer Service Portal. It is critical that participants keep their name, mailing and email addresses, and banking information up to date at all times.

(3) Under the Treasury Offset Program, the Department of the Treasury is authorized to offset the NURSE Corps LRP payments for applicants that are delinquent on federal and state debts, including child support.

SERVICE REQUIREMENTS

Service Requirements
Participants are obligated to serve full-time for one (1) additional year at an eligible CSF or eligible school of nursing.

(1) General Requirements for all NURSE Corps LRP participants:
   No more than seven weeks (35 workdays) per service year may be spent away from the CSF or school of nursing for vacation, holidays, continuing education, illness, maternity/paternity/adoption leave, or any other reason. Any periods of leave/absence in excess of seven weeks
(35 workdays) of leave away from the CSF or school of nursing will extend a participant’s service obligation end date as determined by the NURSE Corps LRP.

a. Participants must retain a current, full, permanent, unencumbered, unrestricted license to practice as an RN or APRN in the state in which participants are employed during the one-year service obligation to receive service credit under the NURSE Corps LRP Continuation Contract;

b. Participants must continue to work under the employer’s verified scope of practice as an RN, APRN, or NF member for the duration of the one-year contract to receive service credit under the NURSE Corps LRP Continuation Contract;

c. Once an individual applies and is awarded a Continuation Contract for a particular service option at a CSF or school of nursing, the individual cannot switch to the other type of service option during the one-year continuation service period.

(2) Requirement for Nurse Faculty:
Nurse faculty must provide full-time service as faculty for a minimum of nine months per service year for a period of one year, beginning on the day following completion of service under the initial two-year contract at the NURSE Corps LRP-approved school of nursing identified in the individual’s NURSE Corps LRP Contract Continuation application.

Serving Half/Part Time Instead of Full-Time
Participants are not allowed to complete the additional one-year service obligation through part-time service.

PROGRAM SERVICE COMPLIANCE

Service Verification
The NURSE Corps LRP requires verification of compliance every six months during the participants’ service obligation. In-Service Verification (ISV) must be completed by the authorized POC at the approved CSF or eligible school of nursing and submitted via the BHW Customer Service Portal. An overdue ISV for service under the initial two-year contract may affect a participant’s eligibility for a Continuation Contract. To be compliant with full-time service requirement, participants are required to work at least 32 hours a week at the participants approved site. By completing and signing the ISV, the participant and the POC are certifying the participant’s compliance or noncompliance with the full-time service requirements during the identified period. The ISV records the total number of full-time workdays that a participant was absent, for any reason, from the CSF or school of nursing during the reporting period. Please be aware that an ISV is different from an EVF that is submitted with the application. However, both the ISV and the EVF forms must be completed by the official POC and submitted via the BHW Customer Service Portal.

Participants and their service site must complete the ISV within 30 days of email notification that the service verification is due, and submit it through the BHW Customer Service Portal. An overdue ISV may jeopardize a participant from receiving service credit, delay or stop monthly payments, and may lead to a recommendation for default. An overdue ISV for a reporting period under the initial two-year contract may also impact eligibility for a NURSE Corps LRP Continuation Contract.
**PLEASE NOTE:** APRNs, such as NPs, Certified Registered Nurse Anesthetists, Certified Nurse Midwives, or Certified Nurse Specialists employed by a professional group must have the ISV completed by the POC at the CSF and not by a POC from the professional group.

### Leaving an Approved Service Site Prior to Completion of Service

If a participant discontinues working at the service site without prior written approval of the NURSE Corps LRP, the individual may be placed in default of the NURSE Corps LRP Continuation Contract, and all payments will be suspended until the request is approved or denied.

### Transfer Request to Another Approved Service Site

NURSE Corps LRP expects that participants will fulfill their service obligation at the initial CSF or eligible school of nursing. The NURSE Corps LRP understands that circumstances may arise resulting in a participant’s need to leave the initial CSF or eligible school of nursing, and complete the service obligation at another approved site. If a participant can no longer continue working at the initial CSF or eligible school of nursing, the participant should immediately contact the NURSE Corps LRP through the BHW Customer Service Portal or Customer Care Center. Participants must transfer to another eligible CSF or school of nursing that falls within the same or a higher funding preference tier than the participant was initially awarded. Participants must continue to provide service in the same capacity as agreed upon in the initial two-year contract and cannot switch to the other service option.

To request a transfer to another site via the BHW Customer Service Portal, the participant should go to the “Activities” section, then to “Change My Site Request.” The request must include the reason for the transfer and an initiation of an EVF to the prospective site to determine whether it is an eligible CSF or eligible school of nursing. If the prospective site is not a CSF or school of nursing in the same or higher funding preference tier as that in which the individual was awarded under the NURSE Corps LRP contract, or is a private for-profit entity, the transfer request will not be approved.

The participant will be notified via the BHW Customer Service Portal regarding the approval or denial of their request. If approved, the participant can resume full-time service at the prospective CSF or school of nursing. Please note that detailed instructions on how to complete a “Change My Site Request” are provided in the BHW Customer Service Portal.

### Unemployment During Service Obligation

- If there is a break in service of 30 days or less between the stop work date at the initial/former service site and the start date at the approved transfer site, the NURSE Corps LRP payments will not be interrupted.
- If the participant fails to resume service after 30 days of the stop work date at the initial/former CSF or school of nursing, the NURSE Corps LRP will stop all payments. Once the participant begins full-time service at another approved CSF or eligible school of nursing, the NURSE Corps LRP service end date may be extended as determined by the NURSE Corps LRP, and the loan repayments will resume.
- If a participant ceases full-time employment at the initial/former site and does not resume service at an eligible approved CSF or school of nursing within 90 days, the participant may be considered in breach of the contract and recommended for default.
Breaching the NURSE Corps LRP Continuation Contract

Participants are encouraged to immediately contact the NURSE Corps LRP if a situation arises in which participants are potentially unable to fulfill the service obligation. A participant who enters into a one-year NURSE Corps LRP Continuation Contract but fails to begin or complete the service obligation is liable to repay all the NURSE Corps LRP payments received for the third year of service. This includes the amounts withheld for federal taxes plus interest at the maximum legal prevailing rate, from the date of the breach of the NURSE Corps LRP Continuation Contract. Breach of the Contract may permanently disqualify an individual from receiving future awards under the NURSE Corps LRP and some other HRSA and federal programs.

The Secretary of HHS may, under certain circumstances, suspend (put on “hold”) or waive (excuse) the NURSE Corps LRP service or payment obligation. A written request for a suspension or waiver must be submitted through the BHW Customer Service Portal. Additional supporting documentation demonstrating good cause will be required in order to process such a request.

Any indebtedness owed to the federal government is due within three (3) years of the participant’s breach of the contract. The debt amount will be subject to interest at the maximum legal prevailing rate from the date of breach until paid in full. Other charges and penalties for delinquent or past due debts may be assessed.

Maternity/Paternity/Adoption Leave

No more than 7 weeks (35 workdays) per service year may be spent away from the CSF or school of nursing for vacation, holidays, continuing education, illness, maternity/paternity/adoption leave, or any other reason. Any periods of leave/absence in excess of 7 weeks (35 workdays) of leave away from the CSF or school of nursing will extend a participant’s service obligation end date as determined by the NURSE Corps LRP. For more details, see the “Suspensions & Waivers” section below.

Suspensions & Waivers

The Secretary of HHS or his/her designee may suspend or waive, in whole or in part, a NURSE Corps LRP Continuation service or payment obligation, if certain criteria are met.

(1) **Suspension** – A mechanism that provides temporary relief to a NURSE Corps LRP participant who has a short-term (not permanent) circumstance that currently makes compliance with the obligation impossible or would involve an extreme personal hardship to the participant such that enforcement of the obligation would be unreasonable. Periods of approved suspension will extend a participant’s NURSE Corps LRP service obligation end date. Listed below are some major categories of service suspensions:

a. **Medical or Personal Reasons** – A suspension may be granted for up to one year if the participant provides independent medical documentation of a physical or mental health disability, or personal circumstances, including a terminal or debilitating illness of an immediate family member, which results in the participant’s temporary inability to perform the NURSE Corps LRP obligation. Upon receipt of the written suspension
request, the NURSE Corps LRP will notify the participant of the instructions for submitting further supporting documentation.

b. **Maternity/Paternity/Adoption Leave** – Maternity/paternity/adoption leave of 12 weeks or fewer will be approved by the NURSE Corps LRP upon request if adequately documented in the NURSE Corps LRP BHW Customer Service Portal. If participants plan to be away from their approved service site for maternity/paternity/adoption leave, participants are required to inform the NURSE Corps before taking the leave. NURSE Corps LRP will allow participants to be away from their service site within the timeframes established by either the Family Medical Leave Act (up to 12 weeks) or for a longer period as permitted under state law where the participant resides, consistent with the leave policies of his/her employer. If participants plan to take leave beyond this time period, participants are required to request a medical suspension (see item a. above) for consideration by the NURSE Corps LRP. Requests should be submitted through the BHW Customer Service Portal. Remember that a participant may be away from the NURSE Corps LRP-approved service site for no more than 35 workdays per service year; therefore, a participant’s obligation end date will be extended for each day of a NURSE Corps LRP-approved absence over the allowable 35 workdays.

c. **Call to Active Duty in the Armed Forces** – A participant who is also a military reservist when called to active duty will be granted a suspension for up to one year, which may be extended, beginning on the activation date described in the reservist’s call to active duty order. In addition to the written request for a suspension, a copy of the order to active duty must be submitted to the NURSE Corps LRP. Upon the participant’s written request, the suspension will be extended if the Armed Forces entity continues the period of active duty. The period of active military duty service will not be credited towards the NURSE Corps LRP service obligation.

(2) **Waiver** – A mechanism that permanently relieves the participant of all or part of the NURSE Corps LRP service obligation. Please note that waivers are not routinely granted and require a demonstration of compelling circumstances. A waiver will be granted only if the participant demonstrates that compliance with the obligation is permanently impossible as the result of an extreme personal hardship such that enforcement of the obligation would be unreasonable. The request must be submitted in writing to the NURSE Corps LRP and must specify the reason(s) the waiver is being sought. The participant will be contacted directly by the NURSE Corps LRP regarding the medical and financial documentation necessary to process the waiver request.

**Cancellation of NURSE Corps Loan Repayment Obligation**

A participant’s NURSE Corps LRP obligation will be cancelled in its entirety in the unfortunate event of the participant’s death. No liability will be transferred to the participant’s heirs.
APPLICATION INFORMATION

Please read the Application and Program Guidance (Guidance) in its entirety before proceeding with an application. The Guidance explains in detail the rights and obligations of individuals selected to participate in the NURSE Corps LRP. A complete understanding of the commitment to serve at a CSF or school of nursing, and the financial, legal, and other consequences of failing to perform that commitment is critical to successful completion of the mandatory service obligation associated with any NURSE Corps Loan Repayment Program Award.

APPLICATION DEADLINE

A complete online application must be submitted by 7:30 PM ET on October 4, 2018. All supporting documentation for the application must be uploaded before an individual can submit a complete application package. Applicants must upload all documents; the NURSE Corps LRP will not accept documentation by fax, email, or mail.

All decisions regarding applications for the FY 2019 NURSE Corps LRP Continuation Contract awards will be made no later than September 30, 2019.

COMPLETING AN APPLICATION

Application Information
The NURSE Corps LRP application consists of:

1. An Online Application,
2. Required Supporting Documentation, and
3. Additional Supporting Documentation (if applicable).

Applicants should keep a copy of the application package for their records. Applicants are responsible for submitting a complete application. It is required that the information in the online application match the submitted supplemental/supporting documents. HRSA will review application packages initially for completeness before substantive review. Applications deemed incomplete (e.g., missing documents, illegible, with incomplete application materials) as of the application deadline will not be considered for funding.

HRSA will not accept requests to update a submitted application or permit the submission or resubmission of incomplete, rejected, or otherwise delayed application materials after the deadline. Applicants may re-open and edit their applications prior to the deadline. If an application is re-opened for editing, it must be resubmitted prior to the deadline. In addition, HRSA staff will not fill in any missing information, and are not responsible for contacting applicants regarding missing information.

After an applicant’s submission has been accepted, changes will be not accepted to an applicant’s choice of school or discipline entered on the submitted application prior to an award. Once an
applicant receives an award and wishes to enter a different school and/or program, the participant should contact the NURSE Corps LRP immediately.

**Online Application**
Applicants are required to complete each of the sections below to be able to submit an online application.

1. Employment
2. Employment Verification
3. Loan Information and Payment History
4. Self Certification
5. Sign Contract

**Required Supporting Documentation**
It is the applicant's responsibility to upload required supporting documents by 7:30 PM ET on October 4, 2018. Failure to submit a complete application package by the deadline will deem the applicant ineligible, and the individual will not be considered for a NURSE Corps LRP Continuation award. Applicants must upload all supporting documents at the time of the online application submission. Each document submitted must include the applicant’s First Name, Last Name, Discipline and last 4 digits of his/her social security number.

1. **Payment History** – Applicants must account for all funds received under the initial two-year contract by submitting a history of payments made to the lenders or holders for all approved loans listed on the PAW. The history of payments must total the actual funds received from the NURSE Corps LRP from the service obligation start date to the date of the submission of the Continuation Contract application. The payment history must include the lender’s/holder’s name and the applicant’s name and account number, and may be obtained on-line from the participants’ loan servicer or lender. Participants should call lender or loan servicer if participants are having difficulty downloading the information.

2. **Account Statements** – Applicants must submit an account statement that shows the principal and interest of their current loan balances. The account statement must include the lender’s name, applicant’s name and account number, and the current balance with the principal and interest.

3. **Employment Verification Form (EVF)** – Applicants are required to review and verify the name and address of the current CSF or eligible school of nursing, and initiate an electronic EVF. The EVF must be completed by an appropriate official or authorized POC at the CSF or school of nursing. The POC should be the applicant’s immediate supervisor or an authorized agent of the human resources department at the service site. If the POC does not submit a completed EVF, or if it is not completed by the appropriate official, the application will be considered incomplete and will not be further processed by the NURSE Corps LRP.

**Additional Supporting Documentation (if applicable)**
Based on the applicant’s responses to the online application, the applicant may need to submit additional documents. Applicants are strongly encouraged to upload all supporting documents in a PDF format. Check that all documents are legible, viewable and accurate prior to submission of the...
application. Multiple-paged documents can be consolidated by scanning and saving into one document and then uploaded. When uploading documents to the online application, please be sure that the documents do not exceed 5MB as the system restricts larger documents.

**Application Review and Award Process**

Applicants will receive a receipt of submission once the application has been successfully submitted online. Applicants can verify that sections of the application are complete when there is a checkmark by each on the status page. Applicants will not be able to edit submitted applications. Applicants may withdraw their applications before the deadline. If an applicant needs to edit an application after submission but before the deadline, participants need to contact NURSE Corps staff or Customer Care Center. Please allow 5 to 10 business days for the NURSE Corps LRP to update your submitted documents.

1. If a participant exceeds the amount of allowable leave (35 workdays) per service year during the initial two-year NURSE Corps LRP contract, the individual’s service end date will be extended as determined by the NURSE Corps LRP to account for additional days of such leave/absence. Scheduled payments may also be adjusted.

2. Award payments will be made monthly over 12 months through an electronic funds transfer to the participant’s checking or savings account as identified on the banking information submitted by the participant. The participant will receive the first direct deposit within 60 days after the NURSE Corps LRP Continuation Contract service obligation begins. Participants must keep all banking information updated and current.

3. Participants must use all NURSE Corps LRP payments received under the Continuation Contract to pay the lenders or holders of their qualifying educational loans. The NURSE Corps LRP may contact the participant’s lenders or holders to verify that award payments have been applied to reduce the NURSE Corps LRP-approved loans.

4. If for any reason a participant does not receive a scheduled payment, please contact the NURSE Corps LRP through the BHW Customer Service Portal or Customer Care Center at 1-800-221-9393. If the NURSE Corps LRP has any questions concerning a participant’s eligibility for continued payments, the NURSE Corps LRP will delay payments pending the verification of the participant’s compliance with the service obligation. It is important to immediately notify the NURSE Corps LRP of any changes in your service site or employment status.

5. The NPDB will be queried as part of the application review process if the employing CSF indicates on the EVF any of the following:
   - An NPDB report has never been obtained by the employing CSF for the applicant,
   - It has been more than 18 months since the NPDB was queried by the employed CSF for the applicant, or
   - An NPDB report regarding the applicant on file with the employing CSF contains adverse information.

An applicant may withdraw the application (via the BHW Customer Service Portal) at any time prior to the Secretary or designee counter-signing the NURSE Corps LRP Continuation Contract. Once the contract is counter-signed by the Secretary or designee, the applicant is obligated to provide one year of full-time service at the CSF or eligible school of nursing identified in the application immediately following completion of the service obligation under the initial two-year contract. If an applicant fails
to commence service on the effective date of the contact, the applicant will be in breach of the contract and may be placed in default and become permanently disqualified from receiving future awards under the NURSE Corps LRP and some other federal programs.

NOTIFICATION OF AWARD

If selected as a finalist, the applicant will receive a Confirmation of Interest email. An applicant must respond by the deadline in the Confirmation of Interest email and electronically sign a copy of the contract and provide the NURSE Corps LRP with his/her banking information. The electronic signature has the effect of a handwritten signature, and once countersigned by the Secretary of HHS or his/her designee, obligates the participant to a NURSE Corps LRP Continuation service commitment. If the applicant does not respond to the NURSE Corps LRP by the deadline, the offer of award will expire and be offered to an alternate.

If an individual selected for an award decides not to accept the award prior to signing the contract, he/she may decline the award by selecting the “decline” option on the Confirmation of Interest document. This process is without penalty and permits the award to be offered to an alternate. Once an applicant declines the offer of award, there will not be any opportunities to reclaim the award. A decision to decline the award is final and cannot be changed under any circumstances.

If an individual selected for an award decides not to accept it after signing the contract, the individual should notify the NURSE Corps LRP immediately through the BHW Customer Service Portal that he/she no longer wants the award.

- **If the Secretary’s designee has not yet countersigned the contract**, the individual will not incur a service obligation or any penalty for withdrawing.
- **If the Secretary’s designee has already signed the contract**, the individual can request termination of the contract. The termination of a contract may be approved in limited cases; specifically when an eligibility for the contract to be effective has not yet occurred by the time of the individual’s request for termination criterion (see Eligibility Requirements and Award Process section).

All decisions regarding applications for the FY 2019 NURSE Corps LRP Continuation Contract awards will be made no later than September 30, 2019.
RESOURCES FOR APPLICANTS

**Health Workforce Connector**
Health Workforce Connector (formerly NHSC Jobs Center) contains a searchable database for all NURSE Corps LRP approved service sites, including those with current job openings.

**HPSA Find**
All NURSE Corps LRP Corps participants must serve in a federally designated HPSA. [Find shortage areas by address.](#)

**Customer Care Center**
Any individual with questions about the NURSE Corps LRP may contact the Customer Care Center Monday through Friday (except federal holidays), 8:00 am to 8:00 pm ET.

- 1-800-221-9393 (TTY: 1-877-897-9910)

**BHW Customer Service Portal**
This web-based system will allow NURSE Corps LRP participants to communicate with NURSE Corps LRP staff, to make certain requests (e.g., suspensions, transfers, waivers), and to access the 6-month In-Service Verification Form.

**NURSE Corps LRP Social Media**
- [NURSE Corps LRP Facebook Page](#)
- [NURSE Corps LRP LinkedIn Page](#)
DEFINITIONS

**Initial two-year contract** – A written contract pursuant to Section 846(a) of the Public Health Service Act, as amended, under which (1) the participant agrees to engage in a period of continuous full-time service for two consecutive years as an RN or APRN at an eligible Critical Shortage Facility or as nurse faculty in an accredited eligible school of nursing and (2) the Secretary agrees to repay, in consideration of such service, a percentage of the amount which is outstanding on the participant’s qualifying educational loans on the effective date of the initial two-year contract.

**Suspension** – A temporary status. A suspension of the service or payment obligation will be granted if compliance with the obligation by the participant (1) is temporarily impossible or (2) would involve a temporary extreme hardship such that enforcement of the obligation would be unconscionable. All requests for a suspension must be submitted in writing via the BHW Customer Service Portal and be supported by full medical, financial, or other relevant documentation, where applicable.

**Transfer** - Upon a written request and written approval, participants may transfer to another eligible CSF or school of nursing that falls in the same funding preference tier that the individual was initially awarded in, or higher.

**Waiver** – A permanent status. A waiver of the service or payment obligation will only be granted if compliance with the obligation by the participant (1) is permanently impossible or (2) would involve a permanent extreme hardship such that enforcement of the obligation would be unconscionable. All requests for a waiver must be submitted via the BHW Customer Service Portal and the compelling circumstances required must be supported by full medical, financial, or other relevant documentation, where applicable.

For all other definitions, applicants should refer to the Application and Program Guidance in the year of their original award.