

## Provider Application: Part A Instructions

Michigan State Loan Repayment Program  
Michigan Department of Health and Human Services

This form must be completed by the provider applying for loan repayment. It should be typed, then printed and mailed to the MSLRP Office as part of your MSLRP Single-submission Application Package, which must include:

- Provider Application, Part A – completed by provider
- Provider Application, Part B – completed by provider and loan servicers
- Practice Site Application – completed by employer

The MSLRP application process is very competitive. Providers serious about successfully competing for a loan repayment agreement will need to carefully read all sections of the MSLRP website, including the MSLRP Opportunity Update posted on the landing page and the Participant Information and Requirements section, as well as all application forms.

This form is broken up into six sections. Providers need to carefully read the instructions for each section as they complete this form.

### **1. Personal Information:**

Please note that per federal regulations, only United States Citizens are eligible to apply. Providers with green cards must complete the naturalization process to become U.S. Citizens before applying to the program.

Social security number is required in order to make MSLRP payments.

Ethnicity and racial demographic information is reported federally as this program utilizes federal funds.

### **2. Education & Professional Information:**

2a and 2b. The professional designations and specialties listed are those that are eligible for this program. If your designation and specialty are not listed, then you are not eligible for the MSLRP program.

### **3. MSLRP Agreement Status:**

3a. You must discuss this application with your employer, because employers are required to make contributions to loan repayment agreements awarded to their healthcare providers. MSLRP loan repayment agreements require two-year service obligations, which will begin October 1 following each application period. Applicants must have eligible educational debt sufficient to warrant an initial two-year, \$20,000 loan repayment agreement to participate. **You will find more information on the amount of loan repayment agreements in the *Funding and Loan Repayment Agreements* section of the MSLRP website ([www.michigan.gov/mslrp](http://www.michigan.gov/mslrp)).**

3b. The northern Obstetric provider designation includes all obstetric service providers working at practice sites in, or north of, Mason, Lake, Osceola, Clare, Gladwin, and Arenac Counties. Obstetrics is the branch of medicine that deals with the care of women during pregnancy and during and following childbirth. This includes OB/GYN physicians and certified nurse midwives, as well as family medicine physicians, nurse practitioners, and physician assistants who provide obstetric services on a regular basis at both hospital and non-hospital-based clinics. Clinicians who provide prenatal care, but do not perform deliveries, may also receive priority status.

3c. Program funds must be obligated soon after the end of the application period. Providers entering the final phase of the application process, who have also applied to the NHSC LRP, must decide whether they will continue in the final phase of the MSLRP application process, or withdraw their MSLRP applications and wait to hear from the NHSC.

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### **4. Participant Status Information:**

Applicants who have received MSLRP payments must provide Loan Repayment Documentation (LRD).

**Applicants who have received MSLRP payments but do not provide, or provide less than the required amount of LRD when reapplying to the program, will be screened out of the current application period and will need to reapply during the next application period.** You will find detailed information on Loan Repayment Documentation requirements in the *Participant Information and Requirements* section of the MSLRP website at [www.michigan.gov/mslrp](http://www.michigan.gov/mslrp).

### **5. Practice Site Info:**

Complete the information requested below for each Practice Site at which you may fulfill your MSLRP service obligation. A *Practice Site* is a location at which you will provide primary care to residents of a Health Professional Shortage Area. The *Sponsoring Agency* is the healthcare system or organization that owns the practice site.

**Providers**, except for those working at Community Health Centers, **must make sure they include all practice sites at which they may complete their MSLRP service obligations and should make sure that their employers list all of the same sites and hours per week on their Practice Site Applications.** Loan repayment agreements can only be awarded for practice sites included in original applications. **Provider or employer requests to include additional practice sites during the review or contracting process will void the application, requiring the provider to reapply during the following application period.** Providers may enter zero ('0') for 'Hours Worked Per Week' for practice sites at which they are not currently working, but **may** be asked to work during their service obligations. Hours of employment at sites where providers currently work, or expect to work **must total** at least 40 hours of employment per week and be the same as on their employers' Practice Site Applications.

**Be sure to include the 9-digit zip code for each site location. This is a federal reporting requirement.**

### **Providers Working at Community Health Centers:**

Providers working at Community Health Centers (CHCs) and Federally-Qualified Health Center Look-Alikes do not need to include all practice sites at which they **may** complete their MSLRP service obligations. However, they must include sufficient practice sites to show that they are, or will be working **at least 40 hours per week** by October 1 following this application period. The practice sites and number of hours worked per week must be the same as on their employers' Practice Site Applications.

### **6. Loan Information**

You must list all educational loans for which you have a remaining balance, whether or not they entail a service obligation. Include only loans that funded your undergraduate or graduate education and training that led to the professional license necessary for the position at which you will fulfill your MSLRP service obligation. If you have consolidated or refinanced any eligible loan with a non-educational loan, no portion of the consolidated/refinanced loan is eligible for loan repayment and must not be listed below or included in your Provider Application: Part B. Please list the information about all of your **current educational loans** in the "Current Loans" section, below. List all **original educational loans** that have been consolidated into one of your current loans in the "Original Loans That Have Been Consolidated" section, below. Next to the name of each original loan you list, fill in the current loan # (1-20) of the loan into which the original loan was consolidated. Use additional pages if necessary.