

**\*\*\*Michigan SLRP Opportunity Update\*\*\***  
**2017 Application Period**  
11/15/2016

1. **New Application Period: February 1 through April 30, 2017**
2. **Update of MSLRP Review Process**
3. **New Provider Application, Part B Form (Start Completing Now.)**
4. **Inpatient Pediatric Psychiatric Providers Priority for 2017 Application Period**
5. **Genesee County Applicants Priority for 2017 Application Period**
6. **Important Reminders:**
  - a. ***Workdays Away* Form Required for Last Two *Work Verification* Forms**
  - b. **Participants Must Complete Service Obligations with Original Employers**
  - c. **Employers Must Employ Participants Throughout Service Obligations**
  - d. **Providers Also Applying to the NHSC**

**Program Purpose:**

The Michigan State Loan Repayment Program (MSLRP) assists employers in the recruitment and retention of medical, dental, and mental health primary care providers who continue to demonstrate their commitment to building long-term primary care practices in underserved communities designated as Health Professional Shortage Areas (HPSAs). MSLRP will assist those selected by providing up to \$200,000 in tax-free funds to repay their educational debt over a period of up to eight years. Participants compete for consecutive two-year MSLRP agreements requiring them to remain employed for a minimum of 40 hours per week for no less than 45 weeks per year at eligible nonprofit practice sites providing primary healthcare services to ambulatory populations. Providers must remain with the employers who sponsor them during their two-year agreements, and employers must continue to employ the providers they sponsor during their two-year service obligations. Due to significant program changes starting with this application period, providers and employers are urged to carefully read this update, as well as the entire updated MSLRP website and all application forms.

**1. New Application Period: February 1 through April 30, 2017:**

The FY18 application period will begin on **February 1, 2017** and continue **through April 30**. Please note that **February 1 is a different start date** than that for previous application periods. This will give applicants more time to received Part B forms back from their loan servicers. Application packages must be postmarked **no earlier than February 1 and no later than April 30, 2017**. However, applications will **only be reviewed until a sufficient number of complete applications have been received to obligate program funds**. New application forms will be posted as soon as possible on the MSLRP website under *Application Periods, Forms, and Process*. The new forms must be used to apply. Briefly, providers must complete the *Provider Application Part A* and *Part B* forms, and employers must complete the *Practice Site Application and Declaration of Intent* form and include all required attachments. Providers should start with their *Part B* forms, because they take the longest to complete. **All application forms must be mailed together in a single envelope to the MSLRP Office. Only one provider application package may be mailed in a single envelop.**

Loan repayment agreements for successful applicants will begin October 1, 2017 and continue through September 30, 2019. The contribution requirement for nonprofit employers will remain at 20 percent of their providers' agreement amounts. For-profit employers placing providers in nonprofit practice sites, such as

state prisons, will continue to contribute 50 percent. Participation in MSLRP is contingent upon the availability of program funds at the time of contracting. Although the program expects to receive funding for loan repayment agreements resulting from this application period, applicants should be aware that state and federal budgeting processes may affect their participation. **Applicants are asked not to call the MSLRP Office to inquire about funding status. Applicants will be notified as soon as information is available.**

### **Applications Must be Mailed to:**

**Brittany Brookshire, MSLRP Coordinator,  
Planning Office  
Michigan Department of Health and Human Services  
South Grand Building – 5<sup>th</sup> Floor  
333 South Grand Avenue,  
Lansing, MI 48933**

### **2. Update of MSLRP Review Process:**

Increased MSLRP application volume requires the program to streamline its review and selection process. In the past, those submitting incomplete applications were provided an opportunity to complete their applications by submitting supplemental documentation. Starting with the 2017 application period, those who submit incomplete application packages will be notified they have been screened out of the current application process and encouraged to reapply the following year. Emails notifying applicants they have been screened out will outline deficiencies in their current applications to assist them in submitting complete future applications. **Providers and employers are strongly urged to carefully read about the updated review process in the *Selection Criteria, Review Process and Final Phase Procedure* section of the MSLRP website.**

### **3. New Provider Application, Part B Form:**

The Provider Application, Part B form has been updated for the 2017 application period. Applicants must use the *2017 Provider Application, Part B* form for the 2017 application period.

**Reapplying to MSLRP:** The revised Provider Application Part B, Form is designed to collect information on current eligible loan amounts and the repayment of those loans while participating in MSLRP. Current participants **reapplying to the program, as well as those who have participated in the past, are required to submit Loan Repayment Documentation (LRD)** to show they have paid down the loans included on their previous Part B forms by an amount at least equal to the amount received from the program. Applicants, who have never received MSLRP payments, are not required to submit loan repayment documentation. Those reapplying should check **the *Total Borrower Repayments*** column of the Part B forms returned to them by their loan servicers to make sure the information provided meets their LRD requirements. The amount of LRD must add up to the required amount, or the application will screen out of the review process. **When information provided on Part B forms by loan servicer agencies does not meet their LRD requirements, applicants must provide LRD as outlined under the *Reapplying to MSLRP in the Participant Information and Requirements* section of the MSLRP website at: [http://www.michigan.gov/mdhhs/0,5885,7-339-71551\\_2945\\_40012---,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_40012---,00.html).**

In the past, those who forgot to provide, or provided insufficient LRD, were given an opportunity to resubmit it. This, however, is no longer possible. Increased application volume now precludes the possibility of resubmitting LRD before program funds have been obligated to others who have submitted complete applications. Starting with the 2017 application period, those who do not meet their LRD requirements with their original application packages will be notified they have been screened out of the current application process and encouraged to reapply during the following application period.

### **4. Inpatient Pediatric Psychiatric Providers Priority for 2017 Application Period:**

Psychiatrists specializing in pediatrics at inpatient mental hospitals will be a priority during 2017 application period. To be eligible for Inpatient Pediatric Psychiatric Provider priority status, psychiatrists must be

involved in the assessment, admission, and treatment of pediatric inpatients. To receive priority status, applications must be reviewed while the program is applying its selection criteria, before switching to its *First-Come, First-Served* review process. See the *Selection Criteria, Review Process and Final Phase Procedure* section of the MSLRP website for details. Employers of those awarded loan repayment agreements with inpatient pediatric psychiatric provider status will be required to make 20 percent employer contributions. Applicants must meet all of the Michigan State Loan Repayment Program's (MSLRP's) eligibility and application requirements except they may be:

- Inpatient hospital-based, instead of clinical-based
- Treating an inpatient hospital, instead of an outpatient, ambulatory population
- Working at a practice site(s) that does **not** have a mental health Health Provider Shortage Area (HPSA) facility designation and is not located within a mental health geographical HPSA.

## 5. Genesee County Applicants:

Providers working at practice sites in Genesee County will continue to be a priority during the 2017 application period. To receive priority status, their applications must be reviewed while the program is applying its selection criteria, before switching to its *First-Come, First-Served* review process. See the *Selection Criteria, Review Process and Final Phase Procedure* section of the MSLRP website for details. Providers must meet all MSLRP requirements except the following.

- The 20 percent employer contribution is waived
- Provider practice sites are not required to be located within a Health Professional Shortage Area.

## 6. Important Reminders:

### a. **Workdays Away Form Required for Last Two Work Verification Forms**

Employers are required to complete the *Workdays Away from Practice Sites (WDA)* forms printed on the back of their participants' last two *Work Verification Forms (WVFs)*. Employers will find instructions for calculating the number of workdays participants are away from their MSLRP-approved practice sites in the *Participant Information and Requirements* section of the MSLRP website. Complete mailing instructions are included on each combined WVF/WDA form. **Participants will not receive their last two payments unless the WDA form is completed.**

### b. **Participants Must Complete Service Obligations with Original Employers**

Providers applying for MSLRP are agreeing to stay with their employers during their two-year service obligations. Providers uncertain about remaining with their current employers during their entire two-year MSLRP service obligations should not apply for loan repayment during the current application period. They should wait until issues with their current employers are resolved or start with other employers before applying. Provider-initiated transfers to new employer practice sites with start dates other than the first day of their next MSLRP loan repayment agreement, if awarded, are a breach of that agreement for which they will receive a *Non-Compliance Assessment*. This means they will not be eligible to participate in the next application period during which they would normally reapply.

### c. **Employers Must Employ Participants Throughout Service Obligations**

Employers applying for MSLRP are agreeing to employ the providers they sponsor throughout their service obligations to the program. Employers uncertain about continuing to employ providers should not sponsor them during the current application period. They should wait until issues with those providers are resolved or sponsor other providers. Employers who terminate their MSLRP participant's employment during their service obligations without 'good cause' are in breach of their agreements and will receive a *Non-Compliance Assessment*. This means the sponsoring agency will not be able to participate in the next application period by sponsoring providers applying to the program for the first time as their employees. They will, however, be able to continue sponsoring employees who are reapplying to the program.

### d. **Providers Also Applying to the NHSC**

Federal guidelines require program funds to be obligated soon after the application period ends. Providers entering the final phase of the application process who are also applying 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. **MSLRP applications of those uncertain about continuing in the final phase will be withdrawn and they will be invited to reapply during the following year if they are not awarded by the NHSC.**

**Additional MSLRP Information:**

You will find additional information regarding MSLRP eligibility requirements and application forms on the MSLRP Website at: [www.michigan.gov/mslrp](http://www.michigan.gov/mslrp).

If you have further questions after reading the MSLRP website, please **call or email Ken Miller at (517) 241-9946 or [millerk3@michigan.gov](mailto:millerk3@michigan.gov)**.