# HRSA LOAN REPAYMENT PROGRAMS
# STAR ★ LRP
## APPLICATION CHECKLIST

## BEFORE STARTING YOUR APPLICATION

**Step 1**: **Log in** in to My BHW and follow the instructions to log in or create an account. You will be required to create a multi-factor authentication to secure your account. For instructions on setting up and using Google Authenticator with My BHW, refer to the My BHW Quick Start Guide (PDF - 565 KB).

**Step 2: Read the** **Substance Use Disorder Treatment and Recovery Loan Repayment Program Application and Program Guidance (STAR LRP APG**).

## COMPLETING YOUR APPLICATION

**Step 3: Follow the steps** in the Let's Get Started section and select "Start My Application" to begin.

**Step 4: Complete the Eligibility Questions**

Your responses in this section will determine whether you meet the minimum requirements to qualify to submit an application. If an individual does not pass the initial screening portion of the online application, they will not be able to continue with the application. Please refer to the "Eligibility Requirements" section in the APG.

**Step 5: Complete Personal Information**

Answers to this section pertain to the applicant's name, Social Security number, mailing and email addresses, and other contact information. Answers also pertain to individual and family background.

**Step 6: Complete Discipline, Training & Certification**

Answers to this section pertain to the applicant's education, training, and licensure/certification and credentials.

**Step 7: Complete Employment**

In this section, applicants will search for and select the STAR LRP-approved facility/facilities where they are providing or will provide patient care.

- If any of the STAR LRP-approved facility/facilities are not listed in the search results, applicants are required to select the option below the search tool, which states "Click this box if your STAR LRP-approved facility is not listed in the search results."

  o If selected, the applicant is provided instructions on how to update the application to identify a site not listed. A facility may request to become STAR-approved prior to and during the application cycle through the BHW Customer Service Portal.

- If any of the sites where the applicant provides Substance Use Disorder (SUD) Treatment Employment does not meet STAR LRP facility(s) requirements, the provider is not eligible to apply.

- Applicants who work at more than one STAR LRP-approved facility (e.g., satellite clinics) must include all service locations and initiate an electronic EVF for each STAR LRP-approved facility.

- Selecting a STAR LRP-approved facility where the applicant is not providing Substance Use Disorder (SUD) Treatment Employment will disqualify their application.

**Step 8: Initiate the Employment Verification Form (EVF) for Your Site**
Each applicant will need to initiate an electronic EVF.

- Once initiated, the designated POC(s) at the STAR LRP-approved facility will be notified electronically through the My BHW that an EVF has been requested by the applicant.

- When the POC(s) completes the EVF, the applicant will see the Completed status on their EV card for that given EV.

- The STAR LRP-approved facility must complete the electronic EVF before an applicant will be allowed to submit the application.

- If an EVF is not submitted by every STAR LRP-approved facility identified by the applicant, the application cannot be submitted.

**Step 9: Add Loan Information**
Answers in this section pertain to each eligible loan for which an applicant is seeking repayment.

- All loans submitted will be verified to determine whether they are eligible for repayment under the STAR LRP through a review of the supporting documents, by contacting lenders/holders, and by checking the applicant's credit report.

- Applicants are strongly encouraged to view the link provided in the application for instructions on the specific documents that need to be provided to help HRSA verify loan information.

**Step 10: Upload Supporting Documents**
It is the applicant's responsibility to provide/upload supporting documentation into the online application.

- All information in the supporting documentation must match answers provided in the online application or the application will be deemed ineligible.

- An application will not be considered complete and an applicant may not submit an application, unless it contains each of the following required supporting documents:
  o Proof of Status as a U.S. Citizen, national or permanent resident
  o Health Professional License, Certification, Registration, or credentials
  o Health Professional Degree
  o Loan Information Verification
    • Account Statement
    • Disbursement Report
  o Additional Supplemental Documentation
    • SUD Certification, License or Registration
    • Verification of Existing Service Obligation
    • Proof of Name Change

## SUBMITTING YOUR APPLICATION

**Step 11: Review Your Responses**

After you have completed the application, you can review your responses on the Review Page to be sure you've responded accurately and completely to each question.

**Step 12: Certify and Submit**

You're almost done. After you've checked each selection on the Certify and Submit page and you're satisfied with your responses and submissions, select the Certify and Submit button to submit your completed application.

You may make changes to your application through the deadline for the application to close but be sure you certify and submit your application anytime you make edits.