



2019 Student Loan Repayment Program Staff Bulletin

PPAS-19-06

JULY 2019

**2019 SLRP Application Open Window
JULY 2, 2019 through JULY 31, 2019**

PLEASE READ THE ENTIRE STAFF BULLETIN IN ITS ENTIRETY

- **There are changes that have been made to the application process.**
- **Many of the steps you followed in the past, may not be the same steps this year.**
- **It is your responsibility to ensure you have followed the steps outlined in this Staff Bulletin.**
- **Click the links in this Staff Bulletin, as old Staff Bulletins, will not provide you with the most up to date and accurate links, requirements, and additional information.**

Student Loan Repayments for FY19

This staff bulletin serves as official notice that the FY19 application window for the Student Loan Repayment Program (SLRP) is now open. Please read through this announcement carefully as it also provides guidance, important information, and links for applying to this program. The SLRP serves as a retention incentive for HUD employees who are considering leaving the Department to work outside the Federal Government. The SLRP is designed to retain highly, or uniquely qualified employees in **mission critical positions and/or positions that would otherwise be difficult to fill**. For purposes of this program, mission critical positions are considered vital to the day-to-day operations, success of the Program Office, and overall success of the Department.

Due to the lengthy review process and the end of the 2019 FY, it is imperative that employees adhere to the strict timeline. If you will be away at any point during this process, please ensure you have designated someone who can **apply** and **accept** on your behalf.

Employees/Supervisors

Employees please notify your supervisor to alert them the application has been submitted for them to take action. It is equally imperative that supervisors approve or disapprove an employee's application within the specified time allowed. If your supervisor will be out of the office beyond July 31, 2019, please notify one of the Policy, Programs, and Advisory staff members.

Digital Signatures

A digital signature is used to verify the identity of the person who signed the document and confirms that the content was not modified after the digital signature was applied to the document. Digital signatures provide authentication based in encryption technologies and help mitigate risk associated with electronic business transactions.

These digital signatures require the user to have their PIV card in the computer for verification and are date stamped. Digital signatures must have a **visible** date stamp and/or identifying symbol included for the reviewer to validate authenticity. Any signatures that appear to be typed on documents, with any kind of font, **will result in an application being denied.**

Applying for SLRP Benefits

Employees may apply for repayment benefits until midnight (in their local time zones) by **July 31, 2019**. Prior to applying, employees should carefully review the eligibility requirements and application instructions (links provided below). **Failure to timely submit all required documents and properly completed applications will result in disapproval. Employees will NOT be notified of incomplete or inaccurate applications.** In addition, employees are required to complete a new HUD 551-Service Agreement and **submit both pages** with the application. **The Service Level Agreement is required.** The SLRP office is the approving official, please keep that signature box blank. The Service Agreement must be completed (signed by the applicant) even if the employee has one on file – **no exceptions.**

Employees must submit all required documents at the same time to SLRP2019@hud.gov from their HUD email address and include their name in the subject line to assist with expedited processing. This email address is used **solely** for the submission of documents only! The mailbox **will not** be monitored to respond to inquiries or questions. Contact information for assistance can be found below. In addition to completing the online application, employees are responsible for submitting the following:

- Copy of Authorization Letter and Verification Form requesting lender to complete the form and provide loan verification for submission

OR

- Self-Certification Form with a copy of the lender's most recent **billing statement** which **includes the employee's name and mailing address, lender's name, lender's mailing address, status of the loan and account number;** and
- HUD 551 – Service Agreement.

NOTE: In the past there has been confusion as to why we require applicants to provide the billing statements for their loans.

SLRP payments are manually **MAILED** to each approved applicants' lender. If you are planning to apply for the program, you may need to contact your lender to obtain the BILLING STATEMENT if you cannot locate it online. Without the lender's MAILING address, we are unable to mail the loan payments. The billing statement should identify the address for mailing payments.

Be sure the information entered in the online application is the same as what appears on the billing statement (as described above) you submit.

Approval and Disbursement

When a decision has been reached, employees can anticipate receiving an email notifying them of the application status after the SLRP window closes. If the employee's application is approved he/she will receive a tentative estimated dollar amount offer in that email.

- The employee will have **five business days**, from the date the SLRP decision email was sent, to accept or decline the offer.
- If the employee does not reply within that time, his/her application will be **disapproved**, and no further consideration will be granted.

As mentioned earlier in this Staff Bulletin, if you are choosing to authorize someone to accept on your behalf, please send an email notifying the Policy, Program, and Advisory Staff members.

Disbursements are considered supplemental wages; therefore, the appropriate taxes are withheld. Employees may now choose to have payments made in monthly installments or in a lump sum payment. If an employee selects installments, the amount that would otherwise be disbursed as a lump sum will be divided equally into 6 or 12 monthly payments to the lender(s). **The disbursement method an employee chooses on the online application is irrevocable once the application is submitted.**

Amounts and Calculations

Eligible employees may receive up to \$6,000 per calendar year, not to exceed a maximum Departmental career benefit of \$40,000. The amounts dispersed for student loan repayment benefits are determined by calculations outlined in the Pay Administration Handbook, Chapter 4, Repayment of Student Loans. Specifically, the formula is based on an employee's qualifying debt to salary ratio (also known as the employee's maximum

allocation), multiplied by the ratio of the total budget to sum of all approved applicants' maximum allocation.

APPLICATION PROCESS and IMPORTANT LINKS

The links below are provided to assist you in the application process. If you have any questions about this program, please contact the following representatives of the OCHCO Policy, Programs, and Advisory Staff:

- Jovanni Robinson, 202-402-4572 Jovanni.M.Robinson@hud.gov
- Kimberly Byrd, 202-402-5559 Kimberly.M.Byrd@hud.gov
- Robyn Johnson, 202-402-3141 Robyn.R.Johnson@hud.gov

- **Application Instructions** and Link to Apply (**CLICK HERE**)
- [HUD-551 Service Agreement](#) (must be submitted with **ALL** applications)
- [Student Loan Repayment Program Required Document Checklist](#)
- [SLRP Billing Statement Example](#)
- [SLRP Loan Verification Letter and Form](#)
- [SLRP Self-Certify Form](#)

SLRP Policy

- [Pay Administration Handbook Chapter 4](#)