

**The Virginia Department of Health (VDH), Office of Health Equity (OHE)
Virginia State Loan Repayment Program (VA-SLRP), 2023 APPLICATION**

PART- ONE- APPLICANT APPLICATION

DOCUMENT CHECKLIST

This checklist is provided to facilitate the application process. Please include this checklist as page one of your application. **Incomplete applications will not be processed.** Please maintain a copy of your submitted application for your records.

Please check the box as you complete the following sections of the application.

- Section 1: Personal Data (Proof of address required-Driver's license, voter registration, taxes etc.)
- Section 2: Professional Education
- Section 3: Professional Experience Narrative-Be sure to put your name at the top of the page.
Professional recommendation Letters (Two required)
- Section 4: Practice Site
- Section 5: Educational Loan Debt Information
- Section 6: Certification of Application
- Section 7: Authorization of Release Form for all loans to be repaid through the Federal VA-SLRP
- Section 8: Loan Certification
- Section 9: Certification of Non-Delinquent Status
- Section 10: Practice Site Application -To be completed by practice site and upload it under "VA-SLRP Practice Site Application" document request

Other required documents to be enclosed in this packet:

Cash Match (Two options available, check only one)

1. Applying for State matching funds (template on website)
2. Applying for Tobacco Region funds (No cash match required; live & work in Tobacco Region) A signed Employment Contract (Candidates must be employed or have a contract to begin employment with an eligible practice site prior to submitting an application and include the salary, start date, discipline, obligation with employer (at least 2 years) and name of practice site). A copy of your current Virginia Medical License
3. Proof of National Practitioner Identifier (NPI)
4. Proof of Citizenship (social security card)
5. Criminal History Check (SP-167) (send money and forms directly to the Virginia State Police and type YOUR name and address in the "Mail reply to" section of the application) or Background check completed with one year from your employer only.
Copy of all educational debt loan applications and/or Loan Pay-off Statements

Other Requirements:

The applicant cannot have any other service obligations.

The practice site has to be in a designated Health Professional Shortage Area (HPSA) in a public or not for profit private entity. Nonprofits please provide 501(c) (3) documentation. For-profit health facilities operated by nonprofit organizations will need to attach documentation to show nonprofit equivalent status meaning that the entity is not holding or using any part of its net earnings to the benefit of any private shareholder or individual and which does not hold or use its net earnings for that purpose.

The applicant cannot be a current National Health Service Corp (NHSC) recipient.

Please remember to print and provide original signatures in the appropriate sections of the application.

Deadline: Applications must be received no earlier than **January 1, 2023** and no later than **March 31, 2023**
Send questions to: olivette.burroughs@vdh.virginia.gov
call 804-864-7435.