Native Hawaiian Health Scholarship Program

School Year 2020-2021

Application & Program Guidance

February 2020

Application Submission Deadline: March 15, 2020, 11:59 pm HST

Native Hawaiian Health Scholarship Program
Administered by Papa Ola Lokahi
894 Queen Street
Honolulu, Hawai`i 96813
Web: www.nhhsp.org

For Questions, please call 1-808-597-6550, or email adminassist@nhhsp.org, Monday through Friday (except federal and Hawai`i State holidays) 8:00am to 4:00pm HST.

Authority: Native Hawaiian Health Care Improvement Act of 1992 (42 U.S.C. 11709)

CFDA Number: 93.932

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Privacy Act Notification Statement

General
This information is provided pursuant to the Privacy Act of 1974 (Public Law 93-579), as amended, for individuals supplying information for inclusion in a system of records.

Statutory Authority
42 U.S.C. 11709, as amended.

Purposes and Uses
The purpose of the Native Hawaiian Health Scholarship Program (NHHSP) is to provide federal financial support for Native Hawaiians who are students of health professions schools, in return for a commitment to provide primary health services to the Native Hawaiian population in the State of Hawai`i. The information that applicants supply will be used to evaluate their eligibility, qualifications, and suitability for participating in NHHSP. In addition, information from other sources will be considered (e.g., credit bureau reports).

An individual's contract, application, required supplemental forms, supporting documentation, related correspondence and data are maintained in a system of records to be used within the U.S. Department of Health and Human Services to monitor NHHSP-related activities. The information may also be disclosed outside the Department, as permitted by the Privacy Act and Freedom of Information Act, to the Congress, the National Archives, the Government Accountability Office, and pursuant to court order and various routine uses (see http://www.hrsa.gov/about/privacyact/09150037.html).

Effects of Nondisclosure
Disclosure of the information sought is voluntary; however, if the information is not submitted, except for the replies to questions related to Race/Ethnicity, an application may be considered incomplete and therefore may not be considered for funding under this announcement.

Paperwork Reduction Act Public Burden Statement

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current Office of Management and Budget (OMB) control number. The current OMB control number for information collected through this application process is 0915-0146 and the expiration date is 07/31/2020. Public reporting burden for this collection is estimated to average 4.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Office, 5600 Fishers Lane, Room 14N39, Rockville, Maryland 20857.00

Non-Discrimination Policy Statement
In accordance with applicable federal laws and U.S. Department of Health and Human Services (HHS or Department) policy, the Department does not discriminate on the basis of any non-merit factor, including race, color, national origin, religion, sex, sexual orientation, gender identity, disability (physical or mental), age, status as a parent, or genetic information.

PROGRAM OVERVIEW

INTRODUCTION

The Native Hawaiian Health Scholarship Program (NHHSP) which Health Resources and Services Administration (HRSA) administers through Papa Ola Lokahi (POL), is charged with increasing the supply of Native Hawaiian health care professionals trained in disciplines and specialties most needed to deliver quality, culturally competent, primary care health services to Native Hawaiians and others in the State of Hawai`i.

The purpose of NHHSP is to provide scholarships for Native Hawaiian students in exchange for a minimum 2-year full-time service commitment in an eligible service obligation setting (see Eligible Sites section) which meets the following requirements, in order of priority:

1. First, one of the five Native Hawaiian Health Care Systems (NHHCS), and
2. Second, in a Health Professional Shortage Area (HPSA) in Hawai`i,[1] or Medically Underserved Areas (MUA) in Hawai`i,[2] or a geographic area or facility that is:
    - Located in the State of Hawai`i; and
    - Has a designation made by the Secretary,[3] acting through the Public Health Service.

Benefits of NHHSP

Scholarship: NHHSP provides the following:

a. Funds to support school tuition and fees;
b. An annual payment for Other Reasonable Costs (ORC) to cover expenses not included in tuition and fee costs, for example books, clinical supplies, instruments, etc.; and
c. Monthly stipend to cover living expenses.

Service in Hawai`i: The service component of the NHHSP is an opportunity for the recipient to contribute to the health needs of the Hawaiian people in the most disadvantaged communities.

Scholarship Program Administration

NHHSP is administered by HRSA through a cooperative agreement with POL. POL will recruit eligible applicants based on the results of its needs assessment, and will be responsible for reviewing the applications, interviewing eligible applicants, and collaborating with HRSA to select the final applicants to participate in the NHHSP.

POL will provide participants with an orientation to NHHSP requirements, monitor and ensure that all participants remain in compliance with their obligations and in good academic standing as determined by the school in which they are enrolled, and provide supportive counseling as needed throughout their education and service obligation. HRSA will collaborate with POL to grant deferments of service to pursue postgraduate training, assign NHHSP participants to placement sites, grant waivers and

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[1] A HPSA is a geographic area, a facility, or a population group, which has been determined by the Secretary to have a shortage of health professionals. As set forth in 42 C.F.R. Part 5, HPSAs are identified based on agency or individual requests for designation.

[2] An MUA is an urban or rural area that the Secretary has determined to have a shortage of personal health services pursuant to criteria published in the Federal Register on October 15, 1976.

[3] "Secretary" means the U.S. Secretary of Health and Human Services or his/her designee.

suspensions of the service obligation when warranted, and determine if participants have breached the scholarship obligation.

ELIGIBILITY REQUIREMENTS

Eligibility Requirements

To be eligible for a scholarship, all applicants must:

1. **Be of Native Hawaiian Ancestry**. According to 42 U.S.C. 11711(3), "the term 'Native Hawaiian' means any individual who is (A) a citizen of the United States, and (B) a descendant of the aboriginal people, who prior to 1778, occupied and exercised sovereignty in the area that now constitutes the State of Hawai`i, as evidenced by—(i) Genealogical records, (ii) Kūpuna (elders) or Kamaʻaina (long-term community residents) verification, or (iii) Birth records of the State of Hawai`i."

2. **Be enrolled as a full-time student (see DEFINITIONS** section**) in a fully accredited health professions program (see DEFINITIONS** section**) located in a State, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Marianas, the U.S. Virgin Islands, the Territory of Guam, the Territory of American Samoa, the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia**. Applicants attending schools outside of these geographic areas are not eligible for the NHHSP award, although they may be citizens of the United States and of Native Hawaiian ancestry. To be considered for a scholarship award for the 2020-2021 school year, **classes must begin no later than September 30, 2020**. Applicants planning to be on a leave of absence from school that will preclude full-time class attendance on or before September 30, 2020, should not submit an application to NHHSP for the 2020-2021 academic year.

   Definitions:

   a. **Full-time**. A full-time student is defined as a student enrolled in a school for the number of credit hours or courses in any academic term that is considered by the school to be full-time. **Please be advised that any courses that are not required or are unrelated to the qualifying degree program, as well as repeat courses that NHHSP has already paid for, will not count toward the hours required for full-time status.**

   b. **Fully Accredited School or Degree Program**. A department, division, or the administrative unit in a college or university which provides primarily or exclusively a program of education leading to a health-related degree and is accredited by a national accrediting agency and/or state approval agency recognized by the U.S. Secretary of Education.

3. **Be enrolled in one of the following NHHSP-Eligible Health Professions** as identified in the needs assessment conducted by POL every 2 years:

   a. Clinical Psychology (Ph.D. or Psy.D.):
      i. Doctoral degree in a program accredited by the American Psychological Association.

b. Dentistry (D.D.S or D.M.D.):
    i. Doctoral degree in a program accredited by the Commission of Dental Accreditation of the American Dental Association.

c. Dental Hygiene (B.S.D.H. or A.S.D.H.):
    i. Bachelor's or associate's degree in a program accredited by the Commission of Dental Accreditation of the American Dental Association.

d. Dietetics/Nutrition (M.S.D.D.):
    i. Master's degree in a program accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics.

e. Nursing, Nurse-Midwifery and Nurse Practitioners (D.N.P., A.D.N., B.S.N., M.S.N., C.N.M. or N.P.):
    i. Nursing (D.N.P, A.D.N., B.S.N., and M.S.N.): Doctoral, Master's, Bachelor's or Associate's degree in a program accredited by the Commission on Collegiate Nursing Education and/or the National League for Nursing Accrediting Commission.

    ii. Nurse-Midwifery (N.M.): Master's degree, or a post baccalaureate or post-master's certificate in a program fully accredited by the American College of Nurse Midwives Division of Accreditation, and/or the American Midwifery Certification Board.

    iii. Primary Care Nurse Practitioners (N.P.): Master's degree or a post baccalaureate certificate in a program accredited by the Council on Accreditation for the National Association of Nurse Practitioners in Women's Health, and/ or the certifying body recognized by the Hawai`i Board of Nursing, in the nurse practitioners primary care specialties of adult, geriatrics, family, pediatrics, community public health or women's health (obstetrics and gynecology)

f. Physician (M.D. or D.O.):
    i. Doctoral degree in an allopathic or osteopathic program accredited by the Liaison Committee on Medical Education (sponsored by the American Medical Association and the Association of American Medical Colleges) and/or the American Osteopathic Association/Commission on Osteopathic College Accreditation. Medical students must have a future specialty interest in one of the following: Family Practice, General Internal Medicine, General Pediatrics, Obstetrics/Gynecology, Psychiatry, or Ophthalmology.

g. Physician Assistant (M.S.P.A.):
    i. Master's degree in a program accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Such ARC-PA programs must also lead to national certification by the National Commission on Certification of Physician Assistants. Note that only those who have already completed at least 2 years of undergraduate work or a bachelor's degree can

apply to these programs.

h. Social Work (M.S.W.):
    i. Master's degree in a program accredited by the Council on Social Work Education. Specific specialty for this degree includes Health, Mental Health, Child and Family, and Aging.

4. **Complete the NHHSP online application and submit all required documents and forms no later than March 15, 2020 by 11:59 pm HST.** If you are selected to receive an award, you will be required to sign a contract with HRSA.

5. **An applicant will be deemed ineligible if the applicant:**
    a. Has a breach of a prior service obligation to the Federal Government, a state or local government, or other entity even if the applicant subsequently satisfied that obligation through service, monetary payment or other means;
    b. Has a judgment lien arising from a Federal debt;
    c. Is currently excluded, debarred, suspended, or disqualified by a federal agency from financial and nonfinancial assistance and benefits under Federal programs and activities;
    d. Enrolled in an eligible field of study that specializes in areas other than primary health care. For example, Physician Assistant programs with an emphasis in surgical or emergency room focus are disallowed;
    e. Is in the pre-professional phase of their health professions education. For example, taking undergraduate prerequisites for admission to medical school;
    f. Enrolled or pursuing a degree not previously indicated in the Eligibility Requirements section;
    g. Enrolled or pursuing a degree not recognized or licensed by the State of Hawai`i, Department of Commerce and Consumer Affairs, Division of Professional and Vocational Licensing;
    h. Has an existing service obligation. Applicants who are already obligated to a Federal, state, or other entity for professional practice or service after academic training are not eligible for NHHSP awards unless the entity to which the obligation is owed provides a written statement satisfactory to the Secretary that: i) there is no potential conflict in fulfilling the NHHSP obligation and the entity's obligation, and ii) the NHHSP obligation will be served first. NHHSP participants who subsequently enter other service obligations and are not immediately available after completion of their degree to fulfill their NHHSP obligations will be subject to the breach-of-contract provisions described in the Program Compliance section. (See next page for an exception for individuals of a Reserve component of the Armed Forces including the National Guard);
    i. Has defaulted on a prior service obligation to the Federal Government, a state or local government, or other entity, even if the applicant subsequently satisfied that obligation through service, monetary payment or other means; or
    j. Has defaulted on any federal payment obligations (e.g., Health Education Assistance Loans, Nursing Student Loans, Federal Housing Administration loans, federal income tax liabilities, federally guaranteed/insured loans such as student or home mortgage loans, etc.) or non-Federal payment obligations (e.g., court-ordered child support payments); or

k. Has had a federal or non-federal debt written off as uncollectible.

Eligible applicants in needed health professions, as identified in the needs assessment conducted by POL every 2 years, will be competitively evaluated and scored. All applicants who demonstrate a high potential for providing quality primary health services may not receive a NHHSP award due to limited funding.

NHHSP recipients, except military reservists, who subsequently enter other service commitments and are not available to commence service as required will be subject to the breach-of-contract provisions described in the Breaching the Contract section.

EXCEPTION: Individuals in a Reserve component of the Armed Forces or National Guard are eligible to participate in the NHHSP. Reservists should understand the following:

- Placement opportunities may be limited by the NHHSP in order to minimize the negative impact that deployment would have on the vulnerable populations served by the reservist.
- Military training or service performed by reservists will not satisfy the NHHSP service commitment. If a participant's military training and/or service, in combination with the participant's other absences from the service site, will exceed 7 weeks (28 workdays) per service year, the participant should request a suspension. The NHHSP obligation end date will be extended to compensate for the break in NHHSP service.
- If the approved NHHSP service site where the reservist is serving at the time of deployment is unable to reemploy that reservist, the NHHSP will reassign the participant to another NHHSP-approved service site to complete the remaining NHHSP service commitment. Because it is sometimes difficult to identify short-term assignments, a participant may be asked by the service site to sign an employment contract, which extends beyond the completion date of the NHHSP service commitment.

Be advised that a credit check and a check of the U.S. System for Award Management, for a list of individuals and organizations who are excluded from receiving federal funds, will be performed as part of the application approval process.

Among eligible applicants, NHHSP determines scholarships using various selection factors and funding priorities.

Selection Factors

1. **Academic Performance, Transcripts and Cumulative GPA**. NHHSP is seeking well-prepared applicants who demonstrate the ability to excel and maintain good academic standing as determined by the school in which the applicant is enrolled, throughout their education. The required applicant transcripts are reviewed to assess the applicant's ability to manage the rigors of the impending college curriculum.

2. **Commitment to a Career Working with Native Hawaiian Communities**. Applicants must demonstrate a strong commitment to providing adequate and quality health care services;

interest/motivation to provide care to Native Hawaiian populations; and relevant work experience and/or activities (e.g., community service, research, and internships) that have prepared the applicant to work in various Native Hawaiian island communities. This factor is reviewed through the following:

a. **Applicant's Resume and Personal Statement.** The applicant's resume and responses to three questions/inquiries are intended to aid NHHSP in the review process and help gauge an applicant's background and interest in health care and a commitment toward working in Native Hawaiian communities, and to assess short and long-term goals.
b. **Interview**. Provides an opportunity for the applicant to express their interest in and desire to serve the Native Hawaiian community, to relate their understanding of Native Hawaiian health disparities and the relevant historical and cultural issues that serve as barriers in accessing adequate and quality health care services.
c. **Recommendation Letters**. Provide a detailed description of the applicant's performance in school; education/work achievements; community/civic or other non-academic achievements; ability to work and communicate constructively with others; and interest and motivation to serve Native Hawaiian populations through work experience, course work, special projects, research, etc.

Funding Priorities

NHHSP will apply the following statutory priorities for funding, in this order, to applicants who are determined to be eligible and qualified:

1. First, to current or former NHHSP participants who are seeking, and are eligible for, additional support for the 2020-2021 school year or through the date of their graduation;

2. Second, to any application submitted by an applicant with attributes, as evidenced by his/her résumé, narrative statement, etc., that increases the probability that the applicant will continue to serve within Native Hawaiian communities beyond the period of obligated service. Applications and interviews will be scored numerically based on the extent to which the applicants demonstrate characteristics that increase the probability they will continue to serve underserved Native Hawaiians after the completion of their service obligations. These characteristics include:
    a. Strong primary care post-service career goals in underserved Native Hawaiian communities, especially those on neighboring Hawaiian Islands; and
    b. Significant pre-service health experiences in rural or urban community-based health care agencies serving Native Hawaiians in underserved areas.

3. Third, subject to subparagraph (b) above, to any application submitted by an individual who is from a disadvantaged background (i.e. an applicant who is from a disadvantaged background and with attributes that increase the probability that they will continue to serve within Native Hawaiian communities beyond the period of obligated service).

    Note: Applicants who wish to claim a "disadvantaged background" status must provide support documents to validate this status. For example, applicants who wish to claim "disadvantaged

backgrounds" should submit a written statement with their application from the student financial aid administrator certifying their participation in, or eligibility for participation in, a federal program for disadvantaged students by April 30, 2020, 11:59 pm HST which may be emailed to adminassist@nhhsp.org.

Anticipated Awards

NHHSP remains committed to support selected participants for most of their tuition costs while they are in NHHSP, plus an annual allotment for ORC to cover expenses not included in tuition and a monthly stipend for living expenses. All components of the NHHSP award are taxable. Not all applicants who demonstrate a high potential for providing quality primary health services may receive a NHHSP award due to limited funding. NHHSP awards an average of ten scholarships per year.

Should an applicant's mailing address or contact information change at any time during the application process, it is imperative that the applicant notify the NHHSP, *in writing*, immediately upon any changes. Please send your change of address or contact information to:

Native Hawaiian Health Scholarship Program
Administered by Papa Ola Lokahi
894 Queen Street,
Honolulu, Hawai'i 96813
E-mail: adminassist@nhhsp.org

Process Once Application is Approved

Potential awardees will be required to furnish banking information to facilitate the electronic transfer of funds (Direct Deposit Form/Instructions) and submit a completed Employee's Withholding Allowance Certificate (W-4 form) and other forms as determined by NHHSP. The awardees will also be notified by email and required to attend NHHSP's Pre-Selection Orientation in July 2020.

Declination of an Award

Potential awardees will be given the opportunity to decline awards without penalty. The NHHSP awards are then offered to other potential awardees.

A signed letter declining the scholarship offer must be mailed or faxed to the NHHSP no later than seven business days after receipt of the award letter. Telephone declinations will not be accepted. Once a selectee declines the NHHSP award in writing, the applicant cannot reclaim the award. A decision to decline the NHHSP award is final and cannot be changed under any circumstances. An applicant who declines an award may apply in the next application cycle.

UNDERSTANDING THE CONTRACT AND SERVICE OBLIGATION

Contract Period

The NHHSP award and contract is for the 2020-2021 academic year (July 1, 2020 – June 30, 2021). Any funding provided after June 30, 2021, is considered another contract year. Any additional school years (Optional Contracts) requested by the applicant and agreed to by the Secretary or designee are indicated in the executed contracts. Support will be provided during the academic years agreed to in the executed contracts (not to exceed 4 years), beginning with the 2020-2021 academic year, and will be

based on the cost of the initial school of record (i.e., the school attended at the time the initial contract is executed). Awards are for consecutive academic terms. Those attending schools where the standard curriculum is designed to be completed in more than 4 years will be considered eligible to receive awards for the last 4 years of their course of study.

Additional Support after Receipt of Awards
Additional NHHSP support will only be provided for the specific degree that the NHHSP participant's original contract funded, through graduation for a maximum of 4 academic years of support. To request a continuation of funding for subsequent academic years that meet NHHSP award criteria, the participant must submit a request, and if approved, must sign a new contract for that academic year(s) and a report verifying that he/she is still in an acceptable level of academic standing. NHHSP will notify the participant when this submission is due.

The granting of continuation awards depends upon the availability of funds for NHHSP and is contingent upon the participant's:

(a) Continued eligibility to participate in NHHSP (e.g., acceptable level of academic standing, not repeating coursework, etc.). Be advised that a credit check will be conducted as part of the eligibility process; and
(b) Compliance with policies and procedures established by NHHSP for requesting continued support; and
(c) Past compliance with program policies and requirements.

Participants requesting continued support must be able to financially support themselves until the scholarship benefit payment schedule can be reinstated. If a continuation award is granted, the first payment may not be received until mid-November but will include stipends retroactive to July 1 and the annual "Other Reasonable Cost" (ORC) payment.

Reminder: All components of the NHHSP award are taxable.

Contract Termination
The Secretary may terminate an NHHSP contract for an academic year if the participant, on or before June 1 of the school year: (1) submits a written request to terminate the contract for that academic year; and (2) repays all amounts paid to, or on behalf of, that participant (tuition, stipends and ORC) for that academic year.

If a NHHSP participant does not meet these requirements, he/she will incur a minimum 2-year service commitment for the full or partial year of support received, as set forth in the "Program Requirements" Section of this Guidance.

Service Obligation
All participants incur, at a minimum, a 2-year full-time service obligation (or part-time equivalent) and may have a longer service obligation, as set forth below.

NHHSP participants incur an obligation to provide 1 year of full-time service for each full or partial school year of support received beyond 2 years as set forth in the table below. For example, a student who receives a full year of support (12 months) the first school year, a partial year of support (6 months)

the second school year, and a full year of support the third school year will owe the equivalent of 3 years of full-time clinical service. If a participant receives support for 1 year or less, there is still an obligation to serve 2 years.

Years of Scholarship Support	Years of Service Obligation
Up to 1 Full-Time School Years (2020-2021)	2 Years Full-Time
Up to 2 Full-Time School Years (2020-2022)	2 Years Full-Time
Up to 3 Full-Time School Years (2020-2023)	3 Years Full-Time
Up to 4 Full-Time School Years (2020-2024)	4 Years Full-Time

FINANCIAL IMPLICATIONS

All components of the NHHSP award are taxable. HRSA will withhold federal income tax owed on all components of the NHHSP award (i.e., monthly stipend payment, ORC, payment for tuition and fees), and will withhold the "employee" share of FICA tax. In addition, all the NHHSP funds disbursed to the participant, or to their school on the participant's behalf, will be reported to the IRS on a Form W-2.

Federal Insurance Contributions Act (FICA) taxes are composed of Social Security and Medicare taxes paid by individuals and employers. While receipt of a NHHSP award does not make the recipient an employee of HRSA, the IRS considers the funds paid to participants of a similar HRSA scholarship program to be wages and HRSA as the "employer" because HRSA controls the payment of the funds. Thus, employment tax (FICA) applies to the entire award – tuition, fees, stipend and ORC. The agency must pay the employer share of FICA tax (currently 7.65%) and withhold the employee share of FICA (currently 7.65%) from your NHHSP award.

Withholding income and employee FICA tax from the tuition payments means that portions of the award may be reduced as a result. If the amount withheld does not cover a NHHSP participant's tax obligations, the participant is responsible for paying the remainder to the IRS.

HRSA suggests that participants speak with a professional tax advisor, visit www.irs.gov, or contact the IRS Tax Help Line at (800) 829-1040 to determine whether they need to file a tax return. Please note that a participant is not excused from having to file a tax return with the IRS by virtue of HRSA's reporting the NHHSP award "income" to the IRS or withholding federal income and FICA tax from the NHHSP award. This change went into effect in 2018.

NHHSP after-tax calculation is an individual assessment, which includes many factors that are specific to the individual taxpayer. For example, the amount of the NHHSP award, the participant's marital status, and the number of allowances the participant claims on their W-4 will affect the amount of federal income tax that is withheld from the award. Thus, HRSA is not able to project the amount of federal income tax each NHHSP participant will owe. However, each participant's FICA tax withholding is the same: the "employee" share equals 7.65% of the total NHHSP award (6.2% for Social Security and 1.45% for Medicare).

HRSA recommends that participants get professional tax advice to help consider their individual tax situation and the net effect that the withholding and reporting changes may have on their award benefits and tax liability.

All components of the award will be taxed proportionately. All NHHSP participants will have their federal income and FICA taxes withheld from each component of the award, tuition, fees, stipend and ORC, at the time each payment occurs.

PROGRAM REQUIREMENTS WHILE IN SCHOOL

Requirements for Participants while in School

1. **Maintain Enrollment**. The NHHSP participant must maintain enrollment in their designated program until it is complete. Every NHHSP participant must verify their enrollment status for each term (semester, quarter) by adhering to the following process:
    a) A designated school official (i.e. person(s) designated by the school to verify a participant's enrollment status) must certify the scholar's full-time enrollment by completing, signing and providing a school seal to the *Scholar Enrollment Verification Form* (SEVF).
    b) A designated school official must submit a list of the courses and credit hours each term for which NHHSP will receive an invoice and describe the tuition and fees.
    c) The NHHSP participant must also submit an official or unofficial transcript at the completion of each term for the previous (last completed) term.

    NHHSP participant who fail to complete this process each term could jeopardize their scholarship and stipend. Participants not in compliance may be recommended for default.

2. **Maintain an Acceptable Level of Academic Standing**. A NHHSP participant must be in an acceptable level of academic standing, or the level at which a student retains eligibility to continue attending school under the school's standards and practices, for the duration of the academic year. Applicants on academic probation are not considered to be in an acceptable level of academic standing by NHHSP.

3. **Notify NHHSP of Any Changes in Enrollment Status.** NHHSP participants are required to notify NHHSP in writing as soon as one of the following events is anticipated or has occurred:
    a) Repeat course work for which NHHSP has already made payments;
    b) A change in the NHHSP participant's graduation date;
    c) A leave of absence approved by the school;
    d) Withdrawal or dismissal from school;
    e) A change from full-time student status as determined by the school's registrar, to a less than full-time student status;
    f) Voluntary withdrawal from any courses during an academic term; OR
    g) A transfer to another school or program.

4. **Notify NHHSP in writing of changes in personal or banking information.** NHHSP participants must immediately notify NHHSP of any changes in mailing address, email address, name, or financial institution (bank) information to ensure an uninterrupted flow of scholarship payments. In the case of a name change, please supply legal documentation for the change, such as a copy of a marriage certificate.

Non-compliance with the above requirements could have an adverse impact on a participant's receipt of

NHHSP payments. Participants may be placed in default and may have to repay the funding they have received to date.

Change in Enrollment Status
A change in enrollment status can result in a reduction or discontinuation of benefits. A NHHSP participant is required to notify NHHSP in writing as soon as one of the events listed above is anticipated. If a change in enrollment status has already occurred, the NHHSP participant must submit a letter from the school verifying that the change has occurred. Enrollment status change notifications should be sent to:

Native Hawaiian Health Scholarship Program
Administered by Papa Ola Lokahi
894 Queen Street,
Honolulu, Hawai'i 96813

Please be advised that if NHHSP has any questions concerning a participant's eligibility for continued support, NHHSP may delay the payment of all benefits pending clarification of the participant's continuing eligibility status.

Tuition, Required Fees, ORC, and Stipend
NHHSP uses a Data Collection Worksheet (DCW) to collect information on tuition, fees, and student expenses for the current and upcoming school years. A school official will be asked to complete a DCW for each applicant considered for an award. This information will be used to determine award calculations including: Annual Tuition (In-state or out-of-state), Eligible Program Fees, Books, and ORC (e.g., Clinical Supplies/Instruments, and Uniforms) for the entire academic year (including estimated summer fees). If the school official does not complete the DCW, Program participants may experience delays in the process of their future tuition payments to their institutions. Please note, once submitted, information on the DCW cannot be changed after the award is made. If you are selected for an award, please ensure that school officials are aware of NHHSP specific invoicing and payment requirements. All educational institutions will be required to submit an invoice to NHHSP for the payment of tuition and eligible fees for each term that the student is enrolled. All funds will be disbursed electronically; therefore, each institution must make sure they are registered with the System for Award Management (SAM). The first payment for new NHHSP participants will be made no later than November 2020, and will include stipend payments retroactive to July 1, 2020, and the annual payment for ORC.

Financial Support Criteria

1. **Tuition and Required Fees**
    a. **Tuition and eligible required fees will be paid directly to the school.** The school or the school's authorized financial office must submit an invoice to NHHSP for payment of tuition and fees for each term. Any fees on the invoice that are included in the ORC (discussed below) will not be approved for payment to the school.
    b. **Summer sessions.** NHHSP will only pay tuition and fees for required courses in summer school sessions when (1) summer session is an academic term normally required by the school for all students in the same program, and (2) the summer session is in progress during the participant's contract period.
    c. **Repeated coursework.** NHHSP will not pay tuition and fees for repeated coursework for which

NHHSP has previously made a payment (e.g., cost of the repeated course, overload fees). If the repeated course work does not delay the participant's graduation date, the scholarship payments for other tuition and fees may continue. The decision to continue scholarship payments while a participant is repeating coursework will be made at the discretion of NHHSP. Participants who must repeat coursework should immediately contact NHHSP or risk losing their monthly stipend payments.

d. **Increases in tuition or required fees.** Payments for any increases in tuition or required fees that are reported by the school after the award has been made are not guaranteed and are subject to the availability of funds.
e. **Attending more than one school.** For participants enrolled in programs that require taking classes at more than one school/campus, please be advised that payments will only be made to other institutions that have degree program agreements with the institution as indicated on the NHHSP application and only for courses required as part of the degree program.
f. **NHHSP will pay for ONLY the courses that are required for graduation.** NHHSP will not pay for additional courses beyond those required for graduation. Also, NHHSP will not pay for tuition costs or fees unrelated to the degree/program, such as membership dues for student societies/associations, loan processing fees, penalty or late fees, and other similar expenses.
g. **Transfers to other academic institutions are strongly discouraged.** Transfers to other academic institutions are strongly discouraged once the applicant has been accepted into NHHSP. Transfers will be considered on a case-by-case basis and **only** for exceptional circumstances. Transfers must be approved by NHHSP in advance to ensure continued eligibility for funding. Scholarship awards are based on the cost of attendance at the initial school of record for all school year contracts executed during the FY 2020 application cycle. If a transfer is approved, NHHSP will not cover any increase in tuition and/or fees for the new institution; the participant will be responsible for the difference. Changes in **type** of degree program **will not** be approved.

2. ORC

a. ORC is an additional, annual payment provided directly to each NHHSP participant to assist in the payment of books, clinical supplies/instruments, and uniforms. This information is obtained directly from the institution and is determined independently for each application. ORC payments will vary from student to student depending on the student's program and graduation date.
b. The ORC payment will be reduced proportionately for students who plan to attend less than a full school year (e.g., December graduates).

3. Stipend Amount

a. During the 2020-2021 academic year, NHHSP will pay each full-time student a monthly amount of $1419 (before federal taxes). The stipend payments may be delayed or placed on hold if requested NHHSP documents—invoices, enrollment verification forms, current term courses and credit hours, previous term official or unofficial transcripts, etc.—have not been received. Stipend payments may also be stopped if a student is repeating coursework that has already been paid for by NHHSP. See "Changes in Scholarship Payments" for more information.
b. Stipend payments will stop the month the course work is completed or when the contract ends, whichever comes first.

Note: Receipt of the stipend payment does not mean that the NHHSP participant is employed by the Federal Government or participates in any of the benefits available to federal employees.

Additional Funding by an Alternative Source
Receipt of the NHHSP award does not automatically preclude an applicant from receiving funds from other programs, if no service obligation is involved. However, many student assistance programs are based on the applicant's financial need or may be limited to the payment of expenses already paid by NHHSP. Applicants should contact their financial aid officer to determine how the receipt of an NHHSP award may affect them.

1. **Financial Aid Received Before Notice of Award**
   Grants and Scholarships. If tuition and fees for the academic year have been paid by another source of financial aid (e.g., Pell Grant, state grants or other scholarships) before the student received notice of the NHHSP award, then the school may return payments to the funding source and submit an invoice to NHHSP for payment.

   Loans. If a new NHHSP participant has taken out a student loan to cover the cost of tuition and fees for their summer and/or fall 2020 semester(s) while waiting for notice of an NHHSP award, the student's academic institution should supply an itemized invoice to the NHHSP showing the amount of tuition and fees paid for with that student loan. NHHSP will pay that amount to the academic institution to cover the tuition costs covered by the loan, while the participant is responsible for returning that loan amount to the lending institution. After the fall 2020 semester, NHHSP will not pay tuition and fee costs covered by student loans.

2. **Financial Aid Received After Notice of Award**
   If a student receives financial aid to pay tuition and fees from sources other than NHHSP after they have received notice of the NHHSP award, the school will be instructed not to submit an invoice to NHHSP for costs that have already been covered by the other source of financial aid. If the other source of financial aid covers the full cost of tuition and fees, the school should submit documentation stating that it will not be seeking payment for the term. However, if a balance remains, then the school may submit an invoice for the balance remaining. Please note this section only relates to financial aid/loans that are used for tuition and fees. The amount of the student's NHHSP award is not affected if the student collects financial aid/loans for non-tuition expenses such as cost of living expenses. However, the invoice must demonstrate the use of:
   - First, other sources of funds for tuition and fees,
   - Second, tuition and fees not covered by other sources of funds for which NHHSP is invoiced, and
   - Finally, if a balance remains on the student's account after NHHSP has been paid less taxes withheld, the student may use other sources of funds to cover the remaining balance owed to the school.

Impact of the NHHSP's Payment of Tuition and/or Stipend

1. **Changes in Enrollment Status**
   A change in enrollment status may result in a discontinuation of benefits. A participant is required to promptly notify NHHSP if one of the events listed below is anticipated. If a change in enrollment status has already occurred, the participant must submit a letter from the school verifying the status change.
   a. Repeat course work for which NHHSP has already made payments. NHHSP may continue

payments for stipends and all other non-repeated course work, provided that the participant continues to meet the NHHSP requirements;

b. A change in the participant's graduation date;
c. A leave of absence approved by the school. All payments will be discontinued;
d. A withdrawal or dismissal from school. All payments will be discontinued;
e. A change from full-time student status to a less than full-time student status. All benefits may be discontinued. An exception may be made if the participant is in the final academic term. In such instances, a participant with a student status change may receive scholarship support if the participant maintains enrollment and an acceptable level of academic standing and does not change the graduation date;
f. A voluntary withdrawal from courses during an academic term. All payments will be discontinued; OR
g. A transfer to another school (See below).

2. **Changes in Schools**

Changes in schools are strongly discouraged once the applicant has been accepted into NHHSP. Changes in schools must be approved in advance by NHHSP to ensure continued eligibility for funding and will be considered only for exceptional circumstances. Scholarship awards are based on the cost of attendance at the initial school of record for all school year contracts executed during the FY 2020 application cycle. If a transfer is approved, NHHSP will not cover any increase in tuition and/or fees for the new institution; the participant will be responsible for the difference. Changes in type of degree program **will not** be approved. Participants must perform their Service Obligation in a health profession capacity that is consistent with the degree program for which they were awarded the scholarship.

3. **Delinquent Federal and State Debt**

Under the Treasury Offset Program, the U.S. Treasury Department is authorized to offset a student's NHHSP payments if the student is delinquent on a federal debt. In addition, the Treasury Department is authorized to offset NHHSP payments for application to the student's State debts, including delinquent child support payments.

4. **NHHSP Overpayments**

NHHSP payments received by a participant, including payments made to a school on the participant's behalf during the periods while the participant is on an approved leave of absence, is repeating course work, or is otherwise ineligible to receive payments are considered overpayments. Overpayments may also occur due to administrative error. A participant receiving an overpayment should immediately contact NHHSP and promptly return all overpayments to avoid interest accrual and debt collection procedures. Debt collection procedures include:

a. Sending delinquent overpayments to a debt collection agency,
b. Reporting the overpayments to credit reporting agencies,
c. Offsetting federal and/or state payments due to the participant (e.g., IRS income tax refund) to collect the overpayments, and
d. Recovery through Administrative Wage Garnishment, and/or referral of the overpayments to the U.S. Department of Justice for enforced collection.

For participants who receive subsequent funding under NHHSP and who previously received any

overpayments which have not been repaid, the overpayments will be collected through administrative offset. NHHSP will withhold scholarship funds payable to, or on behalf of, the participant (including stipends, ORC payments, and, if necessary, tuition payments) until the overpayment owed is paid in full. Administrative offset is not a repayment option for NHHSP participants who wish to terminate a contract.

5. **Resumption of Benefits**
   To resume benefits discontinued under existing scholarship contracts, NHHSP participants must submit documentation from their school official confirming that they are now eligible to receive scholarship support (e.g., not repeating course work, returned from a leave of absence, resumed full-time student status, etc.). Requests for the resumption of scholarship benefits should be sent to NHHSP. They will be considered on a case-by-case basis by NHHSP to determine the participant's eligibility to receive continuing funds. For participants who have not repaid overpayments previously received, the resumption of scholarship benefits will be subject to the administrative offset described in the *NHHSP Overpayments* Section above. For participants whose benefits were discontinued due to their withdrawal or dismissal from school or due to their transfer to an ineligible program or school, benefits will not be resumed.

6. **Veteran Benefits**
   Educational benefits from the U.S. Department of Veterans Affairs (G.I. Bill) generally continue along with NHHSP funds, if awarded, since Veteran benefits were earned by prior active duty in a uniformed service. However, Scholarship benefits may be reduced for participants receiving funding under the Post 9/11 G.I. Bill.

PROGRAM REQUIREMENTS WHILE IN POSTGRADUATE TRAINING

Physicians are required to complete a residency in an accredited primary care training program in an NHHSP-approved specialty and must begin performance of their NHHSP service obligation no later than six months after completion of their residency. However, physicians may request to defer (i.e., postpone) their period of obligated service to complete advanced training (e.g., chief residency or fellowship) if it is consistent with the needs of NHHSP.

Dentists may request to defer (i.e., postpone) their period of obligated service to complete NHHSP-approved postgraduate training. NHHSP participants in these disciplines who choose not to complete postgraduate training must begin performance of their NHHSP service obligation no later than six months after graduation from the health professions training program.

Clinical Psychologists must complete postgraduate training (including supervised experience) that is required for licensure to practice in the State of Hawai`i. Candidates approved by NHHSP for postgraduate training must begin performance of their NHHSP service obligation no later than six months after the completion of their training.

During the final year of health professions education, NHHSP participants will be sent information on NHHSP-approved postgraduate training programs and how they should obtain approval from NHHSP of their postgraduate training plans. NHHSP participants may postpone their period of obligated service while they complete postgraduate training (including residency, chief residency, or fellowship) if NHHSP

determines that the training is consistent with the needs of NHHSP to deliver primary health care services in NHHSP-eligible service obligation settings. NHHSP expects eligible NHHSP participants to start their postgraduate training after graduation on or around July 1. NHHSP participants may pursue only the postgraduate training that NHHSP has officially approved and **may not** make any changes to the type or length of postgraduate training without prior approval from NHHSP.

Note: When selecting a residency program or other postgraduate training program, it is the responsibility of the NHHSP participant to research the program. The program must provide adequate training to enable the NHHSP participant to sit for the appropriate boards, if applicable.

NHHSP participants who enter training not approved by NHHSP will be in breach of their contract and subject to the damages provision. See Breaching the Contract information in the Program Compliance section.

Approved Postgraduate Training Programs

1. **Physicians**

   For allopathic and osteopathic medical NHHSP participants entering postgraduate training in 2020-2021, the approved residencies are accredited programs in:

Family Medicine	3 years
General Internal Medicine	3 years
General Pediatrics	3 years
Obstetrics-Gynecology	4 years
General Psychiatry	4 years
Internal Medicine/Family Medicine	4 years
Internal Medicine/Pediatrics	4 years
Family Medicine/Psychiatry	5 years
Internal Medicine/Psychiatry	5 years
Rotating internship with a request to complete a residency in one of the above specialties (DO only)	1 year

   NHHSP may approve, on a case-by-case basis, and consistent with the needs of NHHSP, additional residencies not listed above. Allopathic and osteopathic medical NHHSP participants MUST complete one of the NHHSP-approved residencies described above prior to beginning service or be subject to the damages provision described in Breaching the Contract. Physicians are required to use their best efforts to enter an approvable residency program by July 1 of their graduation year either through the residency match process or outside the match process. Allopathic and osteopathic medical students who are unable to commit themselves to primary care postgraduate training in any of the above-listed approved residencies are advised **NOT** to apply for participation in NHHSP.

   Fellowships (Optional). NHHSP may approve, on a case-by-case basis, consistent with the needs of NHHSP, requests submitted by NHHSP participants in their last year of residency training to complete one of the following fellowships:

   a. A 2-year Child Psychiatry Fellowship which follows the completion of residency training in General Psychiatry;

b. A 1-year Obstetrics/Gynecology Fellowship which follows the completion of residency training in Family Medicine;
c. A 1-year Geriatrics Fellowship which follows the completion of residency training in Family Medicine or General Internal Medicine; or
d. A 1-year Addictions Medicine Fellowship which follows the completion of residency training in General Internal Medicine, Family Medicine, General Pediatrics and General Psychiatry.

2. **Dentists**
For dental NHHSP participants entering postgraduate training in 2020-2021, the approved residencies are accredited programs in:

General Practice Dentistry	1 Year
Advanced Education in General Dentistry	1 year
Pediatric Dentistry	2 Years
Public Health Dentistry	2 Years

Dental NHHSP participants are encouraged but not required to complete one of the above-listed postgraduate clinical training programs approved by NHHSP prior to commencing service. *Dental students* who wish to pursue training other than the programs listed above are advised not to apply for participation in NHHSP.

Fellowship (Optional). NHHSP may approve, on a case-by-case basis, consistent with NHHSP needs, requests submitted by NHHSP participants in their last year of residency training to complete a 1-year Geriatric Dentistry fellowship following the completion of postgraduate training.

3. **Clinical Psychologists in Hawai`i**
For Clinical Psychologists entering postgraduate training in 2020-2021, the approved postgraduate training requirements in accordance with Chapter 465, Hawai`i Revised Statutes, and Chapter 98, Hawai`i Administrative Rules concerning Psychologists in the State of Hawai`i are as follows. You must complete 1 year (1,900 hours) of postdoctoral experience in health service in psychology under the supervision of a:
a. Licensed psychologist, or
b. Psychologist who holds an ABPP diplomat certificate, or
c. Person who holds a doctoral degree in psychology or educational Psychology from an accredited institution, granted prior to 1970, and is listed in the National Register of Health Service Providers in Psychology.

Other NHHSP-Eligible Health Professions
A NHHSP participant in any other discipline may submit a written request to complete postgraduate training to NHHSP. NHHSP will only approve deferment requests for proposed postgraduate training that is consistent with the delivery of primary health services in NHHSP-eligible service obligation settings and as may be required for licensure purposes in the State of Hawai`i.

NHHSP participants must 1) obtain their license, and 2) start their postgraduate training no later than six months after graduation. Post-residency NHHSP participants have three months to commence

employment after residency program completion, before being considered non-compliant with contract terms and at risk of default.

NHHSP participants may pursue only the postgraduate training that NHHSP has officially approved and may not make any changes to the type or length of postgraduate training without prior approval from NHHSP. NHHSP participants who have not requested or have not been granted service deferment to complete a postgraduate training program are required to begin their NHHSP service obligation upon degree completion no later than nine months after graduation from the health professions training program. During the final year of a NHHSP participant's educational program, NHHSP participants will be sent information on how to pursue postgraduate training and how to notify and obtain approval from NHHSP.

Failure to Complete Required Training
NHHSP participants who fail to begin or complete the required postgraduate training/residency programs listed above will be considered in breach of their contracts. If determined to be in breach of their contracts, these individuals will owe the United States damages equal to three times the amount of scholarship support they received plus interest. See Breaching the Contract information in the Program Compliance section.

Financial Support from NHHSP or Service Credit during Postgraduate Training
NHHSP participants **do not** receive NHHSP financial support, nor do they incur additional periods of obligated service for participating in any type of postgraduate training. Moreover, periods of postgraduate training **are not** credited toward satisfying the scholarship service obligation, even though the training may occur in a facility located in an eligible NHHSP service obligation setting.

Ineligible Postgraduate Training Programs
Postgraduate training programs that are **not approved** include the following:

a. Non-primary health care programs (e.g., emergency medicine, surgery, radiology, neurology, anesthesiology, ophthalmology, pathology, oral surgery, endodontics, etc.) or other programs which NHHSP determines are not consistent with the needs of NHHSP to provide primary health services in its eligible service obligation settings;
b. Postgraduate health professions education conducted by a branch of the Armed Forces of the United States. Participants in such programs incur military service obligations that conflict with the service obligation required under NHHSP; and
c. Transitional residency training (except as specified above for DOs).

Licensure/Certification Requirements
Prior to commencing service obligation, NHHSP participants must be permanently licensed in their scholarship-supported profession prior to commencing service. Credit towards fulfillment of the service obligation will not be given in the absence of a current, full, permanent, unencumbered, unrestricted health professional license in the State of Hawai`i. NHHSP participants are expected to take the appropriate licensure exam at the earliest possible date, in order to begin service within the timeframe as noted above. No service credit will be given to any NHHSP participant for practice in an NHHSP-approved site prior to receipt of their permanent, unencumbered, unrestricted license. Responsibility for obtaining the required State of Hawai`i license prior to the service start date rests with the NHHSP participant (Go to www.hawaii.gov/dcca/areas/pvl for specific requirements and instructions in obtaining the required license to practice in the State of Hawai`i). In addition, each NHHSP participant is

responsible for meeting the applicable board and licensure/certification requirements as outlined below.

1. **Physicians**
   To ensure that physician NHHSP participants are able to fulfill their service obligation upon completion of their primary care postgraduate training, all physicians must successfully complete Steps 1, 2 (clinical skills and clinical knowledge components) and 3 of the United States Medical Licensing Examination (USMLE) or Levels 1, 2 (cognitive evaluation and performance evaluation components), and 3 of the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) by the time they complete their primary care residency training program. Specifically, NHHSP expects all MD/DO NHHSP participants to take and pass:
   a. Step 1 of the USMLE or Level 1 of the COMLEX by the end of the second year of their MD/DO program.
   b. Step 2 (both components) of the USMLE or Level 2 (both components) of the COMLEX by the end of the fourth year of their MD/DO program.
   c. Step 3 of the USMLE or Level 3 of the COMLEX by the end of the first year of their post-graduate (residency) training program.

   MD/DO NHHSP participants unable to pass all parts of the licensing examination and obtain a license to practice medicine by the time their service is scheduled to begin should immediately contact NHHSP in writing to request a suspension.

2. **Dentists**
   All dentists must successfully complete the National Board Dental Examination Part 1 and 2 prior to beginning their NHHSP service obligation. To assure that dentists will have licensure in states with the greatest dental needs, NHHSP reserves the right to determine which regional or state clinical licensing exam the dental NHHSP participant should take and pass. Dental NHHSP participants are expected to take the appropriate exams at the earliest possible date.

   If the NHHSP participant is unsuccessful in passing the exams and obtaining a license, the NHHSP participant should immediately contact NHHSP in writing to request a suspension.

3. **Social Work**
   NHHSP MSW participants may forego the license requirement if the service site/position/employer does not require a license for employment. The position must clearly describe how the MSW will fulfill their responsibility at the service site within the scope of primary care.

Certification Requirements for Other NHHSP-Eligible Health Professions
NHHSP participants of other disciplines as referenced in the Eligibility Requirements and Award Process section must successfully pass a discipline-specific and, if applicable, a specialty-specific, national certification exam prior to beginning their service obligation and are expected to take the appropriate certification exam at the earliest possible date.

If the NHHSP participant is unsuccessful in obtaining a license or passing the exams by the time the service obligation is scheduled to begin, the NHHSP participant should immediately contact NHHSP in writing, to request a suspension. For more information see the section "Suspension," of this APG.

SERVICE REQUIREMENTS

Service Obligation Life Cycle
Scholarship recipients incur 1 year of obligated service for each full or partial school year of support received. The minimum service obligation is two years; the maximum is 4 years. NHHSP participants are obligated to provide full-time clinical or non-clinical primary health services, as assigned, in the Native Hawaiian Health Care System (NHHCS) or other federally designated primary care sites in Hawai`i (see below, "Eligible Sites").

NHHSP participants who receive an approved deferment are expected to begin service no later than three months from the date the period of approved deferment expires. Those who do not receive a deferment to complete postgraduate training are expected to begin service no later than nine months from the date the NHHSP participant graduates.

Credit for service toward the NHHSP obligation does not begin until the NHHSP participant: (1) has obtained a permanent, unrestricted license/certification, if required to practice the scholarship-supported health profession in the State of Hawai`i; (2) has received written approval from NHHSP to serve at that specific site; and (3) has begun to provide full-time clinical and/or non-clinical services at the approved site.

Eligible Sites
By law, the NHHSP service commitment must be completed in a full-time capacity, in order of priority, in:

a. First, one of the five Native Hawaiian Health Care Systems (NHHCS), and
b. Second, in a HPSA or MUA in Hawai`i[4] or a geographic area or facility that is:
   i. Located in the State of Hawai`i; and
   ii. Has a designation that is similar to the designation that is made by the Secretary,[5] acting through the Public Health Service.

In approving sites for NHHSP participants, NHHSP will give first priority to positions at the NHHCS and second priority to positions at federally designated primary care sites that predominantly serve Native Hawaiians.

NHHSP participants cannot fulfill their NHHSP service obligations:

- Outside of the State of Hawai`i;
- By serving in one of the Armed Forces of the United States or a Veterans Health Administration facility; or
- By membership in the National Health Service Corps (NHSC).

Qualified Sites for NHHSP
Prior to the NHHSP participant's graduation date or, if applicable, the expiration of the NHHSP participant's approved deferment, NHHSP will provide NHHSP participants with information about 1) the

[4] An MUA is an urban or rural area that the Secretary has determined to have a shortage of personal health services pursuant to criteria published in the Federal Register on October 15, 1976.
[5] "Secretary" means the U.S. Secretary of Health and Human Services or his/her designee.

placement process for that year and 2) the approved sites for their discipline.

NHHSP participants apply for positions at approved sites for their discipline. If a NHHSP participant and an approved site reach an agreement regarding employment, the prospective employer must submit an annual employment verification letter on official letterhead to POL. The letter should include the following information:

- Name of NHHSP participant;
- Statement of NHHSP participant's full-time employment status;
- Name of employer;
- Employer's address, telephone number, facsimile number, e-mail address;
- Service area location;
- Start date of full-time employment;
- Hours worked per week;
- Percentage of Native Hawaiians to be served by the NHHSP participant; and
- Detailed position description.

Upon receipt of the employment verification letter, NHHSP will send a letter to the NHHSP participant approving the assignment, unless there are concerns with the placement site prompting further investigation.

NHHSP will consider the NHHSP participant's assignment preferences with respect to the available placement opportunities. However, NHHSP reserves the right to make final decisions on all placements, in order to comply with statutory requirements for the placement of scholarship recipients.

Requirements for Full-Time Clinical Practice

By law, NHHSP participants must be engaged in the full-time clinical or non-clinical practice of their discipline/specialty at the practice site to which they are assigned. Full-time practice is defined as a minimum of 32 hours per week, for a minimum of 45 weeks per year. The 32 hours per week may be compressed into no less than 3 days per week, with no more than 12 hours of work to be performed in any 24-hour period.

For all health professionals, time spent "on call," does NOT count toward the required 32 hours/week. No more than 7 weeks (28 workdays) per year can be spent away from the practice for holidays, vacation, continuing professional education, illness, or any other reason. All NHHSP participants will work under the personnel system of the approved site. Malpractice insurance should be addressed in any written employment contract between the NHHSP participant and the employing entity.

For absences greater than 7 weeks in a 52-week service year, the participant should request a suspension. Absences greater than 7 weeks in a service year (52-week period) will extend the service obligation end date.

Non-clinical or other administrative activities include research, attending staff meetings, court appearances, and other non-treatment related activities pertaining to the participant's approved NHHSP practice.

End of Service Obligation

The last day of the service obligation is determined in whole years from the start date. For example, the

last day of service for a NHHSP participant with a 3-year service obligation who began service on July 15, 2020 would be July 14, 2023. Adjustments in the ending date will be made by HRSA if the NHHSP participant takes more than the allowable time away from the site and/or if the obligation is suspended, interrupted, or otherwise delayed.

Failure to Complete Service Obligation
A NHHSP participant who fails, for any reason, to begin or complete the service obligation at an assigned site is liable to pay the United States damages equal to three times the amount of the scholarship support received plus interest, proportionally reduced for any service completed. See "Breaching the Contract" below.

PROGRAM COMPLIANCE

Breaching the Contract
A participant is in breach of the NHHSP contract if he or she:

a. Fails to maintain an acceptable level of academic standing;
b. Is dismissed from the academic program for disciplinary reasons;
c. Voluntarily terminates or withdraws from the academic program; or
d. Fails to begin or complete the service obligation as specified in the NHHSP participant's NHHSP contract.

The NHHSP participant's withdrawal or dismissal from school is a breach of the scholarship contract, and the NHHSP participant shall be liable to repay to the United States all scholarship funds paid to the NHHSP participant and to the school on the NHHSP participant's behalf. The amount owed must be paid in full within 3 years of the date of default. No interest will be charged on any part of this debt to the United States during the 3-year repayment period. However, if payment in full is not made within the 3-year period, interest will be assessed thereafter.

The NHHSP participant who completes academic training but fails, for any reason, to begin or complete the service obligation or fails to begin or complete required postgraduate advanced training is in breach of the scholarship contract and shall be liable to pay to the United States damages equal to three times the Scholarship Program award plus interest.

The damages which the United States is entitled to recover shall be paid within 1 year of the date of default.

Please note that NHHSP participants who default on their NHHSP contract will be ineligible to participate in other federal scholarship and loan repayment programs, including the Nurse Corps and the NHSC Programs.

Debt Incurred by a Breach of Contract is Not Paid
Failure to repay the NHHSP debt within 1-3 years (as applicable) will result in delinquency and has the following consequences:

a. *The debt will be reported to credit reporting agencies.* During the repayment period, the debt will

be reported to credit reporting agencies as "current." If the debt becomes past due, it will be reported as "delinquent."

b. *The debt may be referred to a debt collection agency and the Department of Justice.* Any delinquent NHHSP debt may be referred to a debt collection agency. If the debt collection agency is unsuccessful in receiving payment in full, the debt may be referred to the U.S. Department of Justice for enforced collection.
c. *Administrative offset.* Federal and/or state payments due to the NHHSP participant (e.g., an income tax refund) may be offset by the U.S. Department of Treasury to repay delinquent NHHSP debt. Recovery through Administrative Wage Garnishment may also be enforced to repay a delinquent NHHSP debt.
d. *Medicare/Medicaid Exclusion.* Delinquent defaulters who are unwilling to enter into, or stay in compliance with, an agreement to repay their scholarship debt can be excluded from participation in Medicare, Medicaid and other federal health care programs.

Maternity/Paternity/Adoption Leave

If a NHHSP participant plans to be away from the site for maternity/paternity/adoption leave, the NHHSP participant is required to inform NHHSP before taking the leave. NHHSP will allow NHHSP participants to be away from their site within the timeframes established by either the Family Medical Leave Act (up to 12 weeks) or the NHHSP participant's state of residence; however, the NHHSP participant must adhere to the leave policies of his or her NHHSP-approved service site. If a NHHSP participant plans to take additional leave, the NHHSP participant is required to request a suspension (see "Suspension" below), which may or may not be approved by NHHSP. Requests should be submitted to the Program in writing. Remember that a NHHSP participant is required to serve a minimum of 45 weeks per service year and is allowed to be away from the NHHSP-approved service site for no more than 35 workdays per service year; therefore, a NHHSP participant's obligation end date will be extended for each day of absence over the allowable 35 workdays.

Suspensions & Waivers

The Secretary may, under certain circumstances, suspend (put "on hold") or waive (excuse) the NHHSP service or payment obligation in whole or in part. A request for a suspension or waiver must be submitted to the Program in writing to: Native Hawaiian Health Scholarship Program, POL, 894 Queen Street, Honolulu, Hawai`i 96813. Additional supporting documentation will be required following submission of the request.

1. **Suspension**

   This mechanism provides temporary relief to an NHHSP participant if he/she has short-term (not permanent) circumstances that currently make compliance with the obligation impossible or would involve an extreme hardship such that enforcement of the obligation would be unconscionable. Periods of approved suspension will extend a participant's NHHSP service obligation end date.

   The major categories of service suspensions are set forth below.

   a. Medical or Personal Hardship – A suspension may be granted for up to 1 year, if the participant provides independent medical documentation of a physical or mental health disability, or personal hardship, including a terminal illness of an immediate family member (e.g., child, or spouse, including a same-sex spouse regardless of where the couple lives),

which results in the participant's temporary inability to perform the NHHSP service obligation. Upon receipt of the suspension request, NHHSP will notify the participant of instructions for submitting supporting documentation.

b. Parental (Maternity/Paternity/Adoption) Leave – Participants must notify NHHSP of pending parental leave and provide appropriate documentation. Parental leave of 12 weeks or less will be automatically approved, if properly documented. If the participant's parental leave will exceed 12 weeks during that service year, a suspension may be granted by NHHSP based on documented medical need or if additional parental leave time is permitted under State law.

c. Call to Active Duty in the Armed Forces – Participants who are also military reservists and are called to active duty will be granted a suspension, for up to 1 year, beginning on the activation date described in the reservist's call to active duty order. In addition to the written request for a suspension, a copy of the order to active duty must be submitted to NHHSP. The suspension will be extended if the applicable Armed Forces entity continues the period of active duty. The period of active military duty will not be credited toward the NHHSP service obligation.

2. **Waiver**

A waiver permanently relieves the participant of all or part of the NHHSP obligation. A waiver will be granted only if the participant demonstrates that compliance with their obligation (a) is impossible or (b) would involve an extreme hardship such that enforcement of the obligation would be unconscionable. A waiver request must be submitted by uploading a signed request letter, including the reason(s) the waiver is being sought, as an inquiry to the HRSA through its Customer Service Program Portal. The NHHSP participant will be contacted by the HRSA regarding any medical and financial documentation necessary to complete the waiver request. Note that waivers are not routinely granted and require a showing of compelling circumstances.

Cancellation of NHHSP Obligation

A participant's obligation would be cancelled only in the unfortunate event of the participant's death. No liability would be transferred to the participant's heirs.

APPLICATION INFORMATION

Please read the APG in its entirety before proceeding with an application. This Guidance explains in detail the rights and obligations of individuals selected to participate in NHHSP. A complete understanding of the commitment to serve at a NHHSP-approved site and the financial, legal, and other consequences of failing to perform that commitment is critical to successful completion of the mandatory service obligation associated with any NHHSP award.

APPLICATION DEADLINE

Application Submission Deadline: March 15, 2020, 11:59 pm HST

COMPLETING AN APPLICATION

The NHHSP application consists of:

1. An online application,
2. Required supporting documentation, and
3. Additional supporting documentation (if applicable).

Applicants should keep a copy of the application package for their records. Applicants are responsible for submitting a complete application. It is required that the information in the online application match the submitted supporting documentation. Application packages will be initially reviewed to determine their completeness. Application packages deemed incomplete (e.g., missing, illegible, or incomplete application materials) as of the application deadline will not be considered for funding.

NHHSP will not accept requests to update a submitted application or permit the submission/ resubmission of incomplete, rejected, or otherwise delayed application materials after the deadline. In addition, NHHSP staff will not fill in any missing information or contact applicants regarding missing information. No changes will be accepted to an applicant's choice of school or discipline entered on the submitted application prior to award. Awardees who wish to enter a different school and/or program should contact NHHSP immediately.

1. **Online Application**
   Applicants are required to complete each of the sections below to be able to submit an online application. Complete the NHHSP online application and submit all required documents and forms no later than March 15, 2020 by 11:59 pm HST or as otherwise indicated in the application instructions.

2. **Required Supporting Documentation**
   It is the applicant's responsibility to upload required supporting documents by 11:59 pm HST on March 15, 2020. Failure to submit a complete application package by the deadline will deem the applicant ineligible, and the applicant will not be considered for an NHHSP award. Applicants must upload all supporting documents at the time of the online application submission.

Detailed instructions and guidance will be available on the NHHSP website regarding how to upload the required supporting documentation.

Application Review and Award Process
HRSA administers the NHHSP through a cooperative agreement with POL. POL will recruit eligible applicants to NHHSP based on the results of its needs assessment, and will be responsible for reviewing the applications, interviewing eligible applicants, and providing HRSA with a list of recommended applicants.

NHHSP will provide participants with an orientation outlining requirements, and monitor to ensure that all NHHSP participants remain both in compliance with NHHSP obligations and in good academic standing as determined by the school in which the participant is enrolled, and provide supportive counseling as needed throughout their education and service obligations. HRSA will collaborate with POL to select the final applicants to participate in the program; grant deferments of service to pursue postgraduate training; assign NHHSP participants to placement sites; grant waivers and suspensions of the service obligation where warranted; and determine when a NHHSP participant has breached the scholarship obligation.

NOTIFICATION OF AWARD

Upon reviewing applications, NHHSP will identify applicants for potential awards. NHHSP will notify potential awardees by telephone and by e-mail on or about July 1, 2020; potential awardees must acknowledge receipt of the notification (by signature) within a week of the notification. NHHSP will then send to HRSA the recommended list of potential awardees and their application documents for final review and approval. On or before September 30, 2020, HRSA will make the final selection and awards. After HRSA has made the final selections, NHHSP will send the successful applicants' information regarding the award and instructions on completing other required documents.

Individuals whose application and interview scores did not fall within the competitive range to be considered as a recipient or alternate will receive a Notification of Non-Selection letter no later than July 1, 2020.

Potential awardee alternates will receive a Notification of Alternate Status letter no later than July 1, 2020. By September 30, 2020, if not sooner, these potential awardee alternates will be notified as to the status of their application.

ADDITIONAL INFORMATION

RESOURCES FOR APPLICANTS

Health Workforce Connector
Health Workforce Connector contains a searchable database with current job openings. These openings may or may not be approved for NHHSP. Please refer all job openings in the State of Hawai'i to POL. POL will determine if the open position is at a NHHSP-approved site. Notably, this website is designed to include NHSC- and Nurse Corps–approved service sites, including those with current job openings.

HPSA Find
HPSAs are eligible NHHSP service obligation settings and are prioritized second after any of the NHHCS. The websites below provide an understanding of where HPSAs are currently located.

- HPSA Find
- Find Shortage Areas by Address

Customer Care Center
Any individual with questions about NHHSP may contact the Customer Care Center Monday through Friday (except federal holidays), 8:00 am to 8:00 pm ET at 1-800-221-9393 (TTY – 1-877-897-9910).

NHHSP Customer Service Portal
Once an applicant has been selected for an award, they will receive instructions for establishing an account on the Customer Service Portal. This web-based system will allow NHHSP participants to communicate with the HRSA NHHSP representatives.

NHHSP Websites

- NHHSP Website
- POL NHHSP Website

DEFINITIONS

For additional definitions, see the glossary of terms and definitions at the BHW Health Workforce Glossary.

1. **ACADEMIC YEAR –** All NHHSP scholarship contracts are for a specific year. Under NHHSP, all academic years run from July 1 through June 30 of the following year.

2. **ACCEPTABLE LEVEL OF ACADEMIC STANDING –** The level at which a student retains eligibility to continue attending school under the school's standards and practices. Applicants on academic probation will not be considered at an acceptable level of academic standing by NHHSP.

3. **ADMINISTRATIVE OFFSET –** The withholding of funds payable by the United States to, or held by the United States for, a person to satisfy a debt. For NHHSP participants who received overpayments which have not been repaid, NHHSP will withhold scholarship funds payable to, or on behalf of, the participant (including stipends, ORC payments, and, if necessary, tuition payments) until the overpayment owed is paid in full. Administrative offset is not a repayment option for NHHSP participants who wish to terminate a contract.

4. **CONTRACT –** A written contract for an academic year pursuant to which (1) the individual agrees to serve for a period of not less than 2 years at an NHHSP-approved eligible service obligation site, and (2) the Federal Government agrees to provide the individual with a scholarship, for attendance at an accredited school/program during that academic year.

5. **DEFAULT OF SERVICE OBLIGATION –** Failure for any reason to begin or complete a contractual obligation resulting in a breach of the NHHSP contract.

6. **DEFERMENT –** Deferment is a delay in the start of service obligation granted by NHHSP upon a NHHSP participant's request, for a specified period of time, to enter and complete an approved postgraduate nursing residency program.

7. **DISADVANTAGED BACKGROUND –** refers to a citizen, national, or a lawful permanent resident of the 50 United States, the Commonwealths of Puerto Rico or the Marianas Islands, the U.S. Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, the Republic of Palau, the Republic of the Marshall Islands, or the Federated State of Micronesia who is:

   - Environmentally Disadvantaged – an individual's environment inhibited him/her from obtaining the knowledge, skills, and abilities required to enroll in and graduate from a health professions school; and/or
   - Economically Disadvantaged – an individual from a family with an annual income below a level based on low-income thresholds, according to family size established by the U.S. Census Bureau, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary, for use in all health professions programs. A family is a group of two or more individuals. The Secretary updates these income levels in the Federal Register annually; and/or
   - Educationally Disadvantaged – an individual who comes from a social, cultural, or educational

environment that has demonstrably and directly inhibited the individual from obtaining the knowledge, skills, and abilities necessary to develop and participate in a health professions education or training program.

8. **ELIGIBLE AND INELIGIBLE TUITION, FEES AND OTHER RELATED COST ITEMS –** Non-tuition educational expenses (fees and ORC) are expenses incurred by all students within the same discipline/program and class year. If all students will not incur an expense in a category, the expense is not eligible for payment. Amounts should be based on the least expensive means of satisfying the educational requirements.

The following are eligible for payment as part of the scholarship award:

- Books (subscriptions to professional journals are not eligible)
- Computer Software (if it replaces all books and related course materials) (dental students only)
- School ID Cards/ID Fees (if not billed as part of tuition and fees)
- Uniforms (limited to two sets) and Name Tags
- Clinical Costs
- Microscope (Rental or Purchase [purchases must be accompanied by documentation that rental is not available)
- Instruments
- Health Insurance (only for student if not billed as a fee; family members are not eligible)
- Malpractice Insurance (if not billed as part of tuition and fees)
- Disability Insurance (if not billed as part of tuition and fees)
- National Boards (Parts I and II - CS and CK) (medical and dental students only)
- Travel for Clinical Training (this does not include local commuting expenses)
- Educational Material Costs
- Computer/PDA rental or purchase, only if required of all students
- Graduation Fees (if not billed as part of tuition and fees)
- CPR Certification Fee

NOTE: All ORC items are subject to evaluation by NHHSP and may be limited to what the NHHSP considers as a reasonable cost.

The following are eligible under Tuition and Fees:

- Tuition (resident or Non-Resident)
- Surcharge (when added by the school to the tuition)
- Education Fees
- University Fees
- Administrative Fees
- Matriculation Fees
- Curriculum Fee
- Academic Support Services Fee
- Health Insurance (if a charged fee of all students)
- Malpractice Insurance (if a charged fee of all students)
- Disability Insurance (if a charged fee of all students)
- Health Services Fees and Immunizations
- Transportation Fee (does not include privately owned vehicle related costs)

- Student Activities Fee
- Student Services Fee
- Laboratory Fees
- Building Use or Facility Fee
- Technology Fee
- Computer Lab Fee
- Library Fee
- Recreation Fee
- Processing Fee Campus Life Fee
- Background Check (if required)
- Capstone Course (if required) - mandatory preparatory course
- Counseling Fees
- Drug Testing
- Material Fees (if required and not specifically covered by the ORC - does not include books)
- NCLEX Review (if part of curriculum or program) - mandatory preparatory course
- Registration Fees
- Student Association and Union - for campus services; not educational associations
- Testing Fees (if required) – for course advancement
- Transportation Fees (if required) - for campus-wide system only, not personal transportation or parking
- Transcript Fees

The following are ineligible for payment as Tuition and Fees or ORC:

- ID Maintenance
- Parking Fees
- Yearbook
- Educational Associations
- Financial Aid Trust Funds
- Attorney Fees
- Residency Interviews
- Certification Boards/Licensure Exams for non-MD/DO health professionals
- Post Office Box Rental
- Class Dues
- Room and Board Expenses
- Personal Laundry
- Automobiles and Automobile Maintenance Expenses
- National Boards (Part III) for medical students
- Dental Insurance (if separate from general health insurance)
- Life Insurance
- Student Association/Unions – for educational associations
- Refundable Property Deposit
- Penalty Fees for Over extension in the Distance Learning Programs
- Late Charges
- Subscriptions to Professional Journals

9. ENROLLED OR ACCEPTED FOR ENROLLMENT – NHHSP defines “Accepted” to a school as having

been officially granted entrance without contingencies. Wait-listed and alternate selection candidates do not meet this criterion. A Letter of Acceptance is typically provided by the school for confirmation. " Enrolled" is defined as having been formally admitted to a program at an accredited school, committed to attend the program and have scheduled or are eligible to schedule classes which have begun, or will begin, no later than September 30 of the year for which the award was made.

10. **EXPECTED FAMILY CONTRIBUTION –** The Expected Family Contribution (EFC) is the amount of money your family is expected to contribute to your college education for 1 year, as determined by the Department of Education in your Official Student Aid Report.

11. **FAMILY/FAMILY MEMBER –** As used in this Guidance and for the purposes of NHHSP, "family member" includes spouse, as well as unmarried partner (same-sex or opposite-sex).

12. **FULL-TIME CLINICAL PRACTICE –** Full-time practice is defined as the provision of services for a minimum of 32 hours per week. At least 26 hours per week, of the minimum 32 hours per week, must be spent providing clinical services (direct patient care) to patients. No more than 35 work days per service year can be spent away from the approved practice site for vacation, holidays, continuing education, illness, maternity, or any other reason. Absences of greater than 35 work days in a 52-week service year will extend the service obligation end date or result in a breach of contract, as determined by NHHSP.

13. **FULL-TIME STUDENT –** A student will be considered full-time if the student meets the school of study's (e.g., School of Nursing, Medical School) definition of a full-time student.

14. **INITIAL SCHOOL OF RECORD –** The school indicated on the NHHSP application and attended at the time the initial contract is executed.

15. **LEAVE OF ABSENCE –** A period of approved absence from a course of study granted to a student by his or her school for medical, personal, and other reasons. The leave of absence is usually granted for a period of 1 year or less. When a leave of absence is expected, a participant is required to notify NHHSP immediately in writing and submit a letter from the school approving the leave of absence and indicating the start and end dates for the period of the absence. Payment of all benefits is discontinued when a participant is on an approved leave of absence and may be resumed when the student returns to the course of study for which the scholarship was awarded.

16. **NATIVE HAWAIIAN HEALTH CARE SYSTEMS (NHHCS)** – The NHHCS consists of five Native Hawaiian health care organizations that are in Hawai`i. These organizations are the "**Priority One**" sites for NHHSP participants to complete their service obligation and include:

- HUI MALAMA OLA NA `OIWI (Hawai`i Island)
- HUI NO KE OLA PONO (Maui Island)
- NA PU`UWAI (Molokai & Lanai Islands)
- KE OLA MAMO (O`ahu Island)
- HO`OLA LAHUI HAWAI'I (Kaua`i Island)

17. **POSTGRADUATE TRAINING –**Types of postgraduate training include residencies and fellowships. No credit towards NHHSP service obligation is given.

18. **SPOUSE –** As used in this Guidance and for the purposes of the NHHSP, "spouse" includes same-sex married couples, as well as opposite-sex married couples. In accordance with the Supreme Court decisions in United States v. Windsor and in Obergefell v. Hodges, the Department of Health and Human Services will treat as valid marriages of same-sex couples. The term "spouse" does not include individuals in registered domestic partnerships, civil unions, or similar formal relationships recognized under state law as something other than a marriage.

19. **SUSPENSION –** A temporary status. A suspension of the service or payment obligation will be granted if compliance with the obligation by the participant (1) is temporarily impossible or (2) would involve a temporary extreme hardship such that enforcement of the obligation would be unconscionable. All requests for a suspension must be submitted in writing via the Program Portal and be supported by full medical and/or financial documentation.

20. **THE SECRETARY –** The Secretary of Health and Human Services, and any other officer or employee of the U.S. Department of Health and Human Services to whom the authority to administer NHHSP has been delegated.

21. **UNENCUMBERED LICENSE –** A license is unencumbered if it is not revoked, suspended, or made probationary or conditional by a licensing or registering authority in the applicable jurisdiction as the result of disciplinary action.

22. **U.S. SYSTEM OF AWARD MANAGEMENT –** A website (www.sam.gov) maintained by the General Services Administration for the purpose of disseminating information on parties that are excluded from receiving federal contracts, subcontracts, and federal financial and non-financial assistance and benefits, pursuant to E.O. 12549, E.O. 12689, and implementing regulations.

23. **WAIVER –** A permanent release of all or part of a participant's NHHSP service or payment obligation. A waiver will only be granted if compliance with the obligation by the participant (1) is impossible or (2) would involve an extreme hardship such that enforcement of the obligation would be unconscionable.

FREQUENTLY ASKED QUESTIONS

1. How do interested applicants apply to NHHSP?

The application deadline for the 2020-2021 academic year is 11:59 pm HST, March 15, 2020. Those interested in applying to NHHSP should read the APG. To apply for NHHSP, complete the online application at http://www.NHHSP.org and submit the required Supporting Documentation.

2. What if an awardee changes his/her mind about going into his/her chosen field after they have accepted NHHSP?

Accepting an NHHSP award is a serious commitment to serve Native Hawaiian communities. Individuals who accept the scholarship and change their mind before completing their degree or the service commitment, have breached their contract with the U.S. Government and must pay back all monies paid to directly them and to the school on their behalf, with interest. The amount owed, including interest, must be paid within 3 years of the date of default. Please note that participants who default on their NHHSP contract become ineligible to participate in any HRSA scholarship and loan repayment programs, including the Nurse Corps and the NHSC programs.

The Secretary or his/her designee may terminate an NHHSP contract for an academic year if the participant, on or before June 1 of the school year: (1) submits a written request to terminate the contract for that academic year; and (2) repays all amounts paid to, or on behalf of, that participant (tuition, stipends and ORC) for that academic year.

3. What if an NHHSP participant changes his/her mind about the type of degree he/she want to complete?

Participants cannot change degree once the NHHSP contract has been signed. The terminal degree indicated on a participant's application is the ONLY degree that NHHSP will support. Service commitment must be consistent with the degree for which the award was made. For example, if you received an award for NP degree, you must perform service as a NP, and not as a RN.

4. Can an NHHSP participant defer the scholarship start date?

No, scholarship start dates cannot be deferred. The scholarship will start at the beginning of the 2020-2021 academic year.

5. Why are NHHSP awards taxable?

The NHHSP awards are considered payment for services required as a condition of receiving the scholarship, and therefore, the Internal Revenue Service classifies them as taxable. Consequently, HRSA withholds federal income tax on the components of the award (i.e., tuition, fees, stipend, ORC), as well as the "employee" share of the Federal Insurance Contributions Act tax. All funds disbursed to NHHSP participants, or schools on your behalf, will be reported to the IRS on Form W-2 (Wage and Tax Statement). Federal scholarships with components exempt from taxation, such as the National Health Service Corps, are specified in statute.

6. What part of my NHHSP award is taxable?

All components of the NHHSP award are taxable, including tuition, fees, ORC annual payment and monthly stipend payments. Withholding income and employee FICA tax from tuition payments means that portions of your award may be reduced. If the amount withheld does not cover your tax

obligations, you are responsible for paying the remainder to the IRS.

7. Is tax advice or assistance available to me?

HRSA does not provide tax advice and suggests you speak with a tax professional by visiting www.irs.gov or contacting the IRS through their TAX HELP LINE at (800) 829-1040.

8. What is an eligible health facility where NHHSP participants can fulfill the service obligation?

By law, the NHHSP service commitment must be completed in a full-time capacity, in order of priority, in:

- First, one of the five Native Hawaiian Health Care Systems (NHHCS), or
- Second, in a HPSA or MUA in Hawai`i[6] or a geographic area or facility that is:
  - Located in the State of Hawai`i; and
  - Has a designation that is similar to the designation that is made by the Secretary,[7] acting through the Public Health Service.

NHHSP participants cannot fulfill their NHHSP service obligations:

- Outside of the State of Hawai`i;
- By serving in one of the Armed Forces of the United States or a Veterans Health Administration facility; or
- By membership in NHSC.

NHHSP participants are responsible for finding their own employment site and confirming its eligibility with the Program. NHHSP reserves the right of final approval to ensure a participant's compliance with statutory requirements related to the service obligation as referenced above.

9. How many hours must an NHHSP participant work at an NHHSP-approved site to be considered full-time?

Full-time employment is considered no less than 32 hours of services per week. At least 26 hours of the minimum 32 hours per week must be spent providing clinical services (direct patient care) to patients.

10. When does the NHHSP service obligation begin?

Participants have up to nine months from the date of graduation to (1) obtain a license, and (2) accept an offer of employment from an NHHSP-approved facility.

11. How much is the NHHSP monthly stipend and when is the payment made?

For the 2020-2021 academic year, the monthly stipend will be $1419. The stipend is disbursed by the end of each month; payments are not considered late until the 15th of the following month. The first stipend payment is issued in November and includes a lump sum payment for all months (July through October) of the fall term and summer term only if the summer term was still in session on July 1. Payment of tuition and fees are made directly to the school on the participant's behalf. The Notice of Award Letter issued by NHHSP to the participant serves as authorization to the school to bill NHHSP directly for tuition and required fees. It takes approximately 6 weeks from date of receipt of the invoice by NHHSP for the

[6] An MUA is an urban or rural area that the Secretary has determined to have a shortage of personal health services pursuant to criteria published in the Federal Register on October 15, 1976.

[7] "Secretary" means the U.S. Secretary of Health and Human Services or his/her designee.

school to receive payment.

12. Once a participant is selected to receive an NHHSP award, will the Program cover tuition and fees if the academic program started prior to July 1, 2020?

Yes, NHHSP will pay tuition and required fees for summer sessions when (1) summer school is an academic term normally required by the school for all students in the same program and (2) the summer session is in progress during the participant's contract period (i.e., through July 1, 2020).

13. How are NHHSP stipend and other reasonable cost payments issued?

NHHSP stipend and other reasonable cost payments are transferred electronically to each participant's financial institution through direct deposit. Direct deposit is mandatory.

14. What happens if tuition has been paid by another source of financial aid before the participant receives notice of NHHSP?

Tuition and fees are paid directly to the educational institution that the scholarship participant is attending.

If tuition and fees for the initial summer and/or fall term of the academic year have been paid by another scholarship or a grant (e.g., Pell Grant, state grants or other scholarships) pending notice of an NHHSP award, the school may return payments to the source of funding and then submit an invoice to NHHSP for payment.

If a scholarship participant has taken out a student loan to cover the cost of tuition and fees for their initial summer and/or fall semester(s) while waiting for notice of an NHHSP award, the student should supply an itemized invoice to NHHSP showing the amount of tuition and fees paid for with the student loan. NHHSP will then pay that amount to the academic institution.

15. Does NHHSP cover additional books or materials a participant is required to purchase during the school year?

During the fall of the academic year, NHHSP makes a single ORC payment to the participant. This payment is to assist with covering expenses for required materials such as books, clinical supplies/ instruments, and uniforms during that school year. If additional expenses for books and other materials arise, those expenses are not covered by NHHSP. The participant is responsible for paying those expenses. The "other reasonable cost" payment is established in the initial award year and cannot be adjusted.

16. Is health insurance coverage included in the fees paid for by NHHSP?

If health insurance is required and purchase through the school is mandatory, the cost can be included in the fees paid by NHHSP to the school. Insurance for family members is not covered.

If the required insurance is purchased through any other source, then the school will not be allowed to submit the costs for the insurance fee.

17. Can the rules change after an individual selected to receive NHHSP has accepted the scholarship?

NHHSP participants may be subject to changes in the statute, regulations, and/or policies of NHHSP that occur after they have received their awards.

18. What happens if an NHHSP participant takes a leave of absence and/or repeats course work while attending college?

NHHSP will discontinue the payment of all benefits during a leave of absence approved by the school (for personal, medical or other reasons). If the participant is repeating course work for which NHHSP has already paid, NHHSP will not pay for that repeated course work but may maintain payments for stipends and all other non-repeated course work provided that the participant continues to meet the NHHSP requirements.

19. What if an NHHSP participant's college does not offer courses needed during the participant's first fall semester in the program?

NHHSP participants must be enrolled full-time in classes by September 30, 2020 in the program. If a participant's school does not offer enough courses for the participant to enroll full-time, they will have to forfeit the scholarship. An exception is granted if the participant is on an official leave of absence from the school. In this case, the participant must provide official documentation from the school confirming the leave of absence. During this leave of absence, the participant will not be eligible to receive stipend or ORC payments but can apply to have their stipend and ORC reinstated at the conclusion of their leave of absence.

20. When can an NHHSP participant start applying for positions to fulfill the service commitment?

Participants are encouraged to begin searching and applying for open positions as soon as possible. Participants have up to nine months from the date of graduation to obtain a license, begin an approved residency program or accept an offer of employment, and commence full-time (work providing clinical services.

21. Who pays the salary of an NHHSP participant fulfilling the service commitment?

The health care facility that employs the NHHSP participant pays the participant's salary. Each NHHSP participant negotiates their own salary and benefits packages with the employer. There is no "typical" salary. Salaries vary by employing facility and location.

22. What does NHHSP mean when it says participants must make "at least a 2-year service commitment"?

Individuals who receive NHHSP are required to serve, at a minimum, a 2-year full-time service obligation. NHHSP participants who receive less than 2 years of scholarship support will still owe the equivalent of 2 years of full-time service. The service obligation is extended by 1 year for each full-time year of NHHSP support received beyond 2 years.

NHHSP hopes that participants will remain at their service sites and continue serving those in need even after the service commitment is fulfilled.

23. Can an NHHSP participant transfer schools and still receive NHHSP support?

Transferring to another school or changing programs is strongly discouraged once the applicant has been accepted into NHHSP. Transferring to another school or changing programs will be considered only for exceptional circumstances and must be approved in advance to ensure continued eligibility for funding. If a transfer is approved, no additional funding will be given to pay nursing school expenses.

24. Can an NHHSP participant make changes to banking information after it has been submitted?
Yes, once the scholarship award has been accepted and the participant has signed the application the participant will be asked to enter banking information including a bank account and routing number along with the Enrollment Verification Form and W-4.

Information about subsequent changes to banking information may be submitted through the participant portal. Paper submission is acceptable only if the Portal is experiencing technical difficulty preventing the applicant from electronic submission. Contact the NHHSP office at 808-597-6550 to report the technical difficulty and for further instructions on submitting a paper application.